



December 3, 2021
Volume 2021/634

CCM EVENTS

Holiday Closing

Winter Break, December 24 – January 7

Special Meeting of College Council

Monday, December 6, 2:30 p.m.

Zoom Meeting

<https://ccm-edu.zoom.us/j/94573843586>

Meeting ID: 945 7384 3586

Passcode: 783012

Or Dial by your location:

+1 646 876 9923 US (New York)

Meeting ID: 945 7384 3586

Passcode: 783012

Find your local number: <https://ccm-edu.zoom.us/u/az6hf5rr>

The Shakespeare Conversations

Thursday, December 9, 7 p.m.

Email shakespeare@ccm.edu to receive the Zoom link and study guide

African American Male Students' Academic Success

Tuesday, December 14, 12:30 – 1:30 p.m.

Email diversitycommittee@ccm.edu to receive the Zoom link

Data Integrity & Ethics Training

Through March 23

Password: 10073Rec121821

[Public Safety Visitor's Registration Link](#)



A Season of Giving and Receiving

Donate \$5 or more to the CCM Foundation to support CCM students and receive a one-of-a-kind 3D snowflake ornament, laser cut in the college's Advanced Manufacturing and Engineering Laboratory. Donate online at <https://giving.ccm.edu/campaigns/snowflake-campaign#/> or at the Foundation office. During the month of December, come down to the Foundation office in Henderson Hall 211 and choose your ornament.

The Foundation also will be holding an open house December 20, 21 and 22. Come join the Foundation team from 10 a.m. – noon for cookies and a hot beverage.

Board of Trustees Elect New Officers



Trustee Chair Jeffrey M. Advokat, Esq



Trustee Vice Chair George Milonas

The CCM Board of Trustees held its annual reorganization meeting on November 16 and elected its officers. Elected were Jeffrey M. Advokat, Esq. as chair; George J. Milonas as vice chair; Jack N. Frost, Esq. as treasurer; and Dr. Barbara L. Hadzima as secretary.

Appointed to the CCM Board of Trustees by the Morris County Board of County Commissioners were Devanshu L. Modi, Esq. and Cathleen M. Paugh. Continuing their service on the board are George E. Dredde III, Lauren C. Inganamort, Paul R. Licitra, Morris County Interim Executive County Superintendent of Schools Dr. Timothy J. Purnell and Dr. Joseph S. Weisberg.

[Read more](#)

Vaccine and Booster Shot Clinic on Campus

As part of its ongoing efforts to keep the campus community safe, the college, in partnership with the Morris County Division of Public Health, has arranged for Atlantic Health System to hold a vaccine and booster shot clinic on campus. The clinic will take place Thursday, December 16, from 2 – 7 p.m. in Davidson Rooms C and D. The clinic is open to all employees and students for first-time vaccinations and booster shots. Moderna, Johnson & Johnson, and Pfizer vaccines will be available.



Christmas Holiday Payroll Deadline

Due to the holiday closing, the Payroll department is requiring all Department Summary Timesheets (PTAA)

A phone number to register will be sent via email and included in the CCMemo as soon as the number is confirmed. Registrations are not required; walk-ups will be accepted. Depending upon the response to the clinic in December, the college may hold another clinic in January.

CCM encourages employees and students to be vaccinated. While it cannot be predicted how this virus will affect each one of us, you can help to keep yourself and those around you safe by receiving the vaccine if you have not already done so and a booster shot if you are vaccinated.

Holiday Marketplace



The Office of Campus Life is proud to present the Fall 2021 Faculty and Staff Marketplace. The Marketplace provides CCM employees the opportunity to sell their crafts, gifts and wares to fellow faculty and staff, plus students. If you are

interested in participating, please contact Dawn Doland at ext. 5076, or by email @ ddoland@ccm.edu to reserve a spot. Each Marketplace Application will require a refundable \$10 fee to hold a table.

Upgrades to the Campus Network

The Information Systems department is currently upgrading or replacing existing network equipment throughout the college. This is an ongoing project that is being completed in stages as newer equipment is procured. The work is being completed off hours to minimize disruptions to the greatest extent possible. The benefits of these improvements are increased network reliability and security, as well as higher connection speeds for data, video and voice.

College Council Video

If you missed the November 18 College Council Meeting, you can view it [here](#).

WebAdvisor Information Update

WebAdvisor is nearing its end of support. As of November 30, the Employee Profile information that was housed in WebAdvisor now is only available to employees in Titans Direct under the Employee tab.

If you have any questions, please contact HR or the Solution Center.



forms be sent to Payroll by the end of the workday on Friday, December 17, or first thing Monday morning, December 20. This is necessary to process the last payroll of the year on December 30. The schedule is tight and this deadline must be met by all employees. Any time not submitted in time will not be paid until the New Year. Part-time employees and student workers using WEB TIME entry should submit timesheets timely for supervisor approval. Supervisors are required to approve WEB submitted timesheets following the same schedule as manual timesheets.

The first pay of 2022 will take place on January 13. If you will not be on campus during the break, we request that you submit your timesheet by December 20. If you will be on campus during the break, normal timelines and approvals apply.

If you have questions or encounter any issues, reach out to the Payroll team at payroll@ccm.edu.

Payroll W4 Reminders

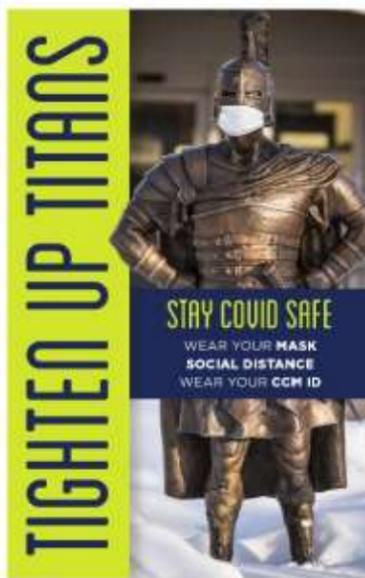
As we near the start of 2022, here are a few reminders regarding payroll related matters.

Claiming Exemption from Withholding – the IRS requires you to complete a new W-4 form each year if you are claiming exemption from federal tax withholding. If you wish to claim exemption from withholding in 2022, you must make this choice on a new W-4 form and submit the original document to Payroll no later than February 15, 2022.

Add/Update Your Name and Home Address – it's important to add or update your personal information as it will be used to populate your 2021 W2.

Any questions, reach out to the Payroll team at payroll@ccm.edu for assistance.

Tighten Up Titans



As we enter the holiday season, remember when you return to campus to take the proper safety measures to keep yourself and others safe: Wear a mask, social distance and wear your CCM ID.

COVID-19 Testing Closures during the Holidays

For planning purposes, please be aware that there will be no on campus COVID-19 testing as indicated below. Those who have opted to be tested will need to make alternate arrangements as noted below.

Winterim

If you will be on-campus during January 3 – 7, 2022, there will be no on-campus testing. You are still required to submit a PCR test result by noon on Friday, December 31, therefore requiring you to have testing performed off-campus at a site of your choosing between December 27 – 31.

Winter Break

If you are returning to campus the week of January 9, you must submit your PCR test result by noon on January 7,

STUDENT SERVICES

Counseling & Wellness Center Fall Workshops

For more information, click [here](#).

The Library

[In-Person and Remote Service](#)

Online Tutoring Center

For more information, click [here](#).

HR CORNER

RETIREMENT CONSULTATIONS WITH NEW JERSEY STATE APPROVED VENDORS

Save for retirement –

Receive free, no pressure retirement counseling sessions. Make your appointment today. You do not need to be a member to speak with the representatives.

AIG (formerly VALIC) representative MaryAnn Bradford is available for individual appointments.

Call 732-832-5346 or email

Maryann.bradford@aig.com

Schedule a virtual meeting or phone call:

<https://my.valic.com/seminarregistration/availableseminars.aspx?regcode=5296NEW11AA>

Equitable representative Mark Sheridan is available at all 908-230-2042 or email

Marc.Sheridan@equitable.com

Access Marc's calendar to schedule an appointment:

<https://app.zynbit.com/zyncal/schedule/marc-sheridan>

MassMutual (formerly Hartford) representative Kenneth Quarnaccio is available at 848-248-4313 or email

kquarnaccio@gittermanwealth.com.

MetLife/Brighthouse representative David Sharpe is available at

973-575-3254 or email

dsharpe@financialguide.com.

Prudential

Call 732-428-2314 or email

alicia.smith@prudential.com to make an individual appointment to discuss ABP or DCRP investments.

Contact TIAA's National Contact Center at 800-842-2252 for questions and counseling.

Voya representative, John Murray is available to help you with your retirement account. To schedule an appointment call (609) 234-3369 or email johnmurray@voyafa.com

NOTICES FOR CCMEMO

Email material to Kathleen Brunet at kbrunet@ccm.edu.

Submissions must be received by 3 p.m. Wednesday.

Looking for past issues of the CCMemo?

[Find them here.](#)

Cybersecurity Tips for Vacations

The December edition of OUCH! focuses on “**Top Cybersecurity Tips for Vacations.**” The holiday season is upon us, which means it’s prime time for cybercriminals to take advantage of the millions of people traveling through all modes of transportation. Vacation should be a time for relaxing, exploring and having fun. Led by Guest Editor Princess Young, the December edition provides simple steps to keep your devices and personal information safe and secure. Download and share OUCH! with family, friends, and co-workers. As always, it is translated into over 20 languages.

Top Cybersecurity Tips For Vacations: sans.org/dec2021-ouch

OUCH! Archives: sans.org/ouch

therefore requiring you to have testing performed off-campus at a site of your choosing between January 3 – 5.

The Women’s Center Annual Angel Project



Share in the spirit of the season by donating gift cards to the Women’s Center to help individuals provide for their families to celebrate the holidays. All varieties of gift cards, in any amount, are appreciated. Popular gift card donations are for Target, Walmart, Kohl’s, supermarkets, and Visa/MC gift cards. All donations are given directly to participants in need.

Donations must be received by December 9. Please include your name(s), department, and extension with your donation. Donations may be sent via interoffice mail, by dropping them off at SCC Room 115 between 9 a.m. – 3 p.m. Monday through Thursday or mailing them to the Women’s Center.

SOCIAL MEDIA

Help us communicate all of the good things happening at CCM by liking, sharing or commenting on the college’s social media posts and pages.

