



June 11, 2021  
Volume 2021/609

### CCM EVENTS

### STUDENT SERVICES

The Library  
[In-Person and Remote Service](#)

Online Tutoring Center  
More information, click [here](#)



### COVID-19 Mandates and Protocol Update

The COVID-19 Task Force met this week to continue its work of updating our Return to Campus Plan for fall 2021. As health conditions continue to improve, CCM is aligning with the most recent local, state and federal guidelines. With a statewide vaccination rate that exceeds 70 percent and a declining number of reported cases, CCM is adjusting its daily protocols. As of **Monday, June 14, 2021:**

1. Screening stations and the use of the Guardian Rave App will no longer be used.
2. All building entrances will be accessible.
3. Employees and students are expected to continue wearing their IDs in a visible manner.
4. Facilities on campus are open to the public. Visitors must continue to check-in at Public Safety as was the case pre-pandemic.
5. Face coverings are no longer required. Individuals who wish to wear one are encouraged to do so. Face coverings are available upon request at Public Safety.
6. Social distancing is no longer required.
7. There is no limit on the number of people allowed in campus facilities.

As the masks begin to come off, social distancing returns to pre-pandemic levels, and vaccinations continue to be given, we must be sensitive to our entire college community. CCM feels strongly that individuals who wish to continue wearing a face covering should continue to do so. It is expected that all members of the college community will show their support by refraining from making any comments that are intended to be, or might unintentionally be, received as harmful. Remember, humor is cultural and often personal. What one person regards as being funny can be very hurtful to others. Individuals who choose to continue wearing a face covering who feel they are being harassed should report their concerns immediately to Human Resources.

While the use of face coverings and social distancing are no longer necessary, CCM encourages everyone to receive their vaccination. Please continue to engage in healthy and safe hygiene practices to keep both yourself and those around you healthy and well. The updated Return to Campus plan will be available before the end of June and will be published on the college's website and in the CCMemo.



Morris County –

### [Engineering Students Make Prosthetic Hands for Children](#)

### View Creative Works from the College's Most Talented Aspiring Artists

Looking for something interesting and inspiring? Take some time to visit the Fine Art Summer Portfolio Class Exhibition and enjoy stepping into the creative



Illustration by Arrren Mare, *Nebula*, Colored Pencil, 18" X 24"

### Year-End Comp Time Balances/Payouts

Please review your comp time balance on WebAdvisor as we approach the fiscal year-end.

Allowable carryover amounts are 35 hours for 35-hour employees and 40 hours for 40 hour employees. Any balance in excess of the allowable amounts will need to be designated on the carryover/payout form circulated by managers. The forms will be sent to managers the week of June 21, allowing employees time to balance accounts and use any comp time that may be lost before June 30.

world of talented aspiring artists. Featured are the best creative works of students who have completed their Portfolio Class during the first semester of Summer Sessions at CCM.

The exhibition runs from June 16 to June 24 in the Art & Design Gallery. A reception takes place Thursday, June 24, from 6 – 7:30 p.m.

“The Portfolio Class provides students with the opportunity to critique, improve and select their best work and create presentations and other materials to market their creative pieces to galleries, museums and prospective clients,” notes Professor [Todd L. W. Doney](#), a nationally recognized artist who teaches drawing, painting and portfolio and presentation classes at CCM.

### Improving Your Work Environment



Professionalism and Business ethics are very important when you come to the workplace. It can be difficult to keep a positive attitude around people who are negative or not being professional. To improve a bad environment, the first place to start is within yourself. CCM's employee assistance provider, New Directions, provides a variety of articles on professional development. The articles cover such topics as:

- Business Ethics
- Conflict Resolution
- Managing Negative People
- Dealing with Violence in Workplace
- Basics of Effective Communication

If any of these topics caught your attention, there are plenty more to choose from once you visit [eap.ndbh.com](#) and enter company code **ccm**.

### Accounting Year-End Reminder

July 9 is the last day to submit FY 2021 Petty Cash Reimbursements, Expense Reimbursements and Travel Reconciliations.

Any discrepancies can be resolved with Lori Zarandona by emailing [lzarandona@ccm.edu](mailto:lzarandona@ccm.edu).



### Securely Using Mobile Apps

The June edition of OUCH! focuses on “Securely Using Mobile Apps.” Mobile devices, such as tablets, smartphones and smartwatches have become primary technologies we use in both our personal and professional lives. What makes these devices so powerful are the thousands of apps we can choose from. These apps enable us to be more productive, communicate and share with others, train and educate, or just have more fun. Unfortunately, cyber criminals have mastered their skills at creating and distributing malicious apps that appear to be legitimate. In this edition we share steps you can take to securely use and make the most of today's mobile apps. This edition is led by Guest Editor Domenica Crognale. Download and share OUCH! with family, friends and co-workers. As always, it is translated into over 20 languages.

Securely Using Mobile Apps: [sans.org/june2021-ouch](https://sans.org/june2021-ouch)

OUCH! Archives: [sans.org/ouch](https://sans.org/ouch)



### Campus Store Blowout

Own a piece of CCM history. All insignia merchandise – clothing, glassware, supplies and more – is now 40 percent off. Discount is off the original ticketed price and is not combinable with other discounts. Shop in store

and online; no promo code necessary.

## 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.

Equitable representative Mark Sheridan is available at all 908-230-2042 or email [Marc.Sheridan@equitable.com](mailto: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](mailto:kquarnaccio@gittermanwealth.com).

MetLife/Brighthouse representative David Sharpe is available at 973-575-3254 or email [dsharpe@financialguide.com](mailto:dsharpe@financialguide.com).

Prudential  
Call 732-428-2314 or email [alicia.smith@prudential.com](mailto: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.

VALIC representative MaryAnn Bradford is available for individual appointments.

Call 908-470-4114 or email [Maryann.bradford@valic.com](mailto:Maryann.bradford@valic.com)  
Schedule a virtual meeting or phone call: <https://my.valic.com/seminarregistration/availableseminars.aspx?regcode=5296NEW11AA>

Voya representative John Murray is available to review your ABP and voluntary retirement accounts, help with a retirement income plan and review your personal portfolio. Schedule an appointment at <https://ccofmorris.timetap.com/>

## NOTICES FOR CCMEMO

Email material to both Kathleen Brunet at [kbrunet@ccm.edu](mailto:kbrunet@ccm.edu) and Theresa Gehring at [tgehring@ccm.edu](mailto:tgehring@ccm.edu).

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

Looking for past issues of the CCMemo? [Find them here.](#)

## 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.

