



July 9, 2021
Volume 2021/613

CCM EVENTS

Return to Campus
Monday, August 9

STUDENT SERVICES

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

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

NEW PEOPLE & POSITIONS

The CCM community congratulates the following individuals whose new positions at the college were approved by the Board of Trustees at its June 15 meeting.

Brittany Hagopian, Instructor, Nursing
Maria Isaza, Dean, School of Health Professions & Natural Sciences
Lisette Ragno, Counselor/Recruiter, Admissions

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
Access Marc's calendar to schedule an appointment:
<https://app.zynbit.com/zynca/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.



Return to the Workplace

With the widespread roll out of COVID-19 vaccines, a return to “normal” is on the horizon. In preparation for our return to campus on August 9, CCM is offering two Return to the Workplace seminars to help employees prepare for this next step.

In these sessions, New Directions, the college's employee assistance provider, will talk about a return to the workplace, how change impacts people and some tips for supporting yourself during this transition. Returning to work on campus is yet another change we will be going through that may cause additional stress and anxiety. Recognizing the change process and its impact can help you make the adjustments and plan for a smooth transition. Learning to recognize the stressors associated with returning to the workplace and setting realistic goals to help alleviate stress and anxiety will be covered during these sessions. Developing a strategy for moving forward, developing resiliency and becoming your own best advocate are some of the areas that will also be discussed.

If there are specific concerns you have regarding returning to work and would like to have them addressed in the seminar, please email Rita Ragany-Bayer at rragany-bayer@ccm.edu no later than Friday, July 16. Your concerns and questions will be forwarded to the provider prior to the program.

These webinar sessions will be held remotely and the links will be available as we get closer to the date of each session. Mark your calendar and please join us at the time most convenient for you.

Thursday, July 29 11 a.m. to noon

Tuesday, August 3 2 to 3 p.m.

If you are unable to attend either of these sessions, one of them will be recorded and made available for viewing later. As a recording, it will not be interactive but the content should still be helpful as you prepare to return to campus. As always, individual support is available in many forms through New Directions. Please review its website at eap.ndbh.com and enter company code **ccm** or call them at 800-624-5544.

Returning to Campus and Upcoming Training

CCM's full return to campus is right around the corner and it's our goal that all employees feel equipped, prepared and confident as we approach the first day back (for some) on campus. In preparation for August 9, we are reminding all employees to read the Return to Campus Plan in its entirety. The plan is housed on the college's [COVID-19 Information and Resource Center](#). With the start of the new fiscal year, Human Resources also would like to remind employees of some important upcoming training and information:

Human Resources Reminder on Title IX Training

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits

Confidential Reporting Process

Employees are able to submit confidential written reports directly to the Audit Committee of the Board of Trustees concerning suspected conflicts of interest, unethical conduct or irregularities in the financial and procurement practices of the college. These reports should be addressed to:

Board Audit Committee
County College of Morris
Lock Box #1
214 Center Grove Road
Randolph, NJ 07869-2086

Access to the above mailbox is restricted to members of the Board Audit Committee. The college pledges non-retaliation against persons making a good faith report to the Audit Committee where there is a reasonable basis for the content of the report. Persons knowingly submitting false information will remain answerable for such misconduct.

of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

CCM is committed to sustaining an environment free from discrimination and harassment. As part of CCM's ongoing and continuous commitment to campus well-being, Human Resources is providing an online training program designed to inform participants about sexual misconduct, sexual harassment, sexual violence, mandated reporting and bystander intervention. It is our responsibility as a college community to work toward eliminating inappropriate behavior of a sexual nature, and to do so we must be well informed.

CCM has partnered with SafeColleges to provide the online training for our employees that will satisfy the federal requirements as mandated by the Violence Against Women Reauthorization Act of 2013 and Title IX.

Employees are required to read and acknowledge through the online training module, CCM's Title IX Policy and website. The Title IX website provides resources, contact information and an online reporting option.

Links to the SafeColleges training module will be sent to all employees next week. Employees will have until October 1 to complete Title IX Training.

Employee Code of Conduct

The Code of Conduct is a critical policy that outlines the minimum compliance and ethical standards employees must follow, as well as what to do if they have concerns or questions. The Code of Conduct was developed and approved by the Board of Trustees in March 2021. Starting with July 2021, Human Resources is requiring all employees to read, and acknowledge understanding and compliance with the requirements of the code at the beginning of each fiscal year.

While not exhaustive of all issues that apply to your day-to-day activities, the code is an important starting point of key principles that will help you avoid either an appearance of or actual misconduct. These include:

- Supporting our values and commitments
- Complying with the laws, rules, and regulations applying to our college as set out in our policies, procedures and related controls
- Assuring for the preparation and reporting of our financial information
- Maintaining integrity and fairness in the workplace
- Protecting and properly using college information, communication channels and property
- Preserving the confidentiality of college information
- Avoiding conflicts of interest
- Dealing with students, community members, vendors and other employees with civility, fairness and respect
- Promoting sustainability and social responsibility
- Reporting of any improper or unethical behavior

Shortly you will be sent a link to the policy via SafeColleges with instructions to read and acknowledge receipt of the Code of Conduct. Please make sure to review our Code of Conduct in its entirety. You will be required to review and acknowledge the code at the beginning of each fiscal year. You will have until October 1 to complete this fiscal year's compliance requirement. Please contact Human Resources if you have any questions or concerns specifically related to the college's Code of Conduct.

As a reminder, any time employees have concerns or questions, you should first work with your immediate supervisor to address the concern or question. If needed, you may also then contact your Vice President, Human Resources or the President.



Reminder for Employees Working Summer Hours

Employees who are working a compressed four-day workweek during the summer are reminded that any vacation, sick, comp, personal or floating holiday time taken should be charged at 8.75 or 10 hours per day. Please refer to the chart below. Should you have any questions, please reach out to Lori Zarandona at lzarandona@ccm.edu or call ext. 5033.

TIME-OFF DURING THE SUMMER	
Employees Whose Regular Schedule is 35 Hours	Employees Whose Regular Schedule is 40 Hours
One workday will be counted as 8.75 hours with a 30-minute lunch period.	One workday will be counted as 10 hours with a 30-minute lunch period.
A full day off during this period will be counted as 8.75 hours.	A full day off during this period will be counted as 10 hours.
A week's vacation will be counted as 4 days (35 hours).	A week's vacation will be counted as 4 days (40 hours).

CCM's New Stationery Has Arrived



CCM's newly branded letterhead and envelopes have arrived and all departments are asked to start using the new stationery and to recycle letterhead and envelopes with the old logo.

To order standard CCM letterhead and envelopes, fill out the Stationery Supply Order Form, located in the [E-Forms](#) section of the CCM website.

If you would like paper letterhead and envelopes with your department name listed, email Gene van der Toorn, gvandert@ccm.edu, and Theresa Gehring, tgehring@ccm.edu, in the Print Shop or call ext. 5262.

Prepare for the Unexpected

Over the past year, we've all spent lots of quality time in the comfort of our own homes. While your home may be a safe place to quarantine during a pandemic, it's still possible for the unexpected to happen. And if it does, are you prepared? By planning ahead for emergencies, you and your family are better able to handle any situation appropriately, significantly reducing the risk of harm. Here are some ways you can prepare:

1. Keep an emergency contact list. Make sure your babysitters, children, spouse and other household members have access to a list of important names, phone numbers and addresses in the event of an emergency. You might also want to include phone numbers for doctors, veterinarians, poison control and other emergency contacts.

2. Have back-up childcare. If something comes up or your babysitter cancels, you'll want to have a list of backup sitters and childcare centers that can watch your child if needed. Ask friends and trusted neighbors if you can include them on this list.

3. Train older children. Think about potential problems that could arise while you aren't home. If you have appropriately aged children, teach them how to use important appliances, care for family pets and know when to call you for help.

VALIC representative MaryAnn Bradford is available for individual appointments.

Call 908-470-4114 or email 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 and Theresa Gehring at tgehring@ccm.edu.

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

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



Free Yoga Classes Return to Campus

Free CCM faculty and staff Yoga classes will be returning to campus starting this summer. Summer classes take place in person and virtually Mondays and Wednesday from 4:45 to 5:45 p.m., starting on July 12 and running through August 16. In person sessions take place in the Health & Physical Education Building Room 120. To take part in the virtual sessions, email Trayer Run-Kowzun at trunkowzun@ccm.edu to receive login information.

Securing Your Mobile Devices

The July edition of OUCH! focuses on “**Securing Your Mobile Devices.**” Mobile devices are an amazing and easy way to communicate with family and friends, shop or bank online, watch movies, play games and perform myriad other activities. It may surprise you to know that the biggest risk to your mobile device is most likely not cyber criminals but you. You are far more likely to lose or forget a mobile device than have someone hack into it. Since these devices are such an important part of your life, it is essential to keep you and your devices safe and secure. Led by Guest Editor Jeroen Beckers, download and share OUCH! with family, friends and co-workers. As always, OUCH! is translated into over 20 languages.

Securely Using Mobile Devices: sans.org/july2021-ouch
OUCH! Archives: sans.org/ouch

4. Stock essential supplies. It’s always good to stock up on healthy snacks and easy-to-prepare meals for your kids. In case of an emergency, keep cash and medical supplies such as bandages, a thermometer, pain relievers and antibacterial ointment safely in a drawer or cabinet.

If disaster strikes, take care of you and your family’s emotional health. CCM’s employee assistance provider (EAP), New Directions, offers confidential counseling sessions with a licensed therapist at no cost to you. You can connect in-person, via phone or text, audio or video messaging.

Other tools available through the EAP include:

- Family resources
- Legal and financial consultations
- Child/elder care locators
- Health assessments
- Personal/professional development tools

Get the most out of your free EAP benefit. Register online to attend this month’s webinars:

- [Raising Awareness: Mental Health and Minorities](#)
- [The Importance of Influence](#)

For more resources, go to eap.ndbh.com and enter company code **ccm**.

Accounting Year-End Reminder

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

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.

