



President's Information Report March 2016

AC4 – STATE/LEGISLATIVE AFFAIRS:

AC4 met in Wednesday, March 2, 2016. The meeting focused on College Goal Arizona, an Arizona college application initiative; legislative strategy including the Expenditure Limitation Bill and Proposition 123; and a library consortium proposal.

Dr. Colleen Smith also attended a hearing with the House of Representatives Government and Higher Education committee on March 3, 2016. The hearing focused on SB 1322 the Expenditure Limitation bill proposed by AC4.

AWARDS/RECOGNITIONS:

Cari Barton, CCC2NAU advisor, was selected to teach an NAU University College Seminar (UC 199): Transfers: Find your Fit at NAU next fall to help acclimate new students to campus culture.

Alexa Greer, member of the Beta Gamma Chi Chapter of Phi Theta Kappa and All Arizona Academic Team Member, was elected Division IV Vice President at the 2016 Phi Theta Kappa International Conference.

BUSINESS OPERATIONS:

Bursar's Office

The Bursar's office within Business and Administrative services recently reviewed how payments are being applied to student accounts through Banner, and tested improvements for accuracy in student records. The goal of this project was to find ways to provide a better student account management experience. The main outcomes of this review are an improved refunding experience and decreased future student holds, which reduces barriers for re-enrollment. We are looking forward to putting the changes we tested into production for the upcoming Fall term.

Information Technology Services

An update on the disaster recovery (DR) finding was provided to the President and Cabinet on February 25, 2016. The goals, milestones, leadership considerations, recovery priorities, best practices, and recommendations were reviewed. The business impact analysis is nearing completion, including the assessment of priority rankings to determine the critical, essential, necessary, and desirable capabilities to be returned to service in a disaster scenario. The disaster recovery site has been identified, and equipment necessary for its operation is being sourced.

In addition, a template recommended by the auditors is being used to develop the Disaster Recovery and Business Continuity Plan. It covers an array of aspects designed to address disaster classification and risk analysis, data protection, recovery procedures, roles and responsibilities, testing, and plan activation. The milestone for completion of the plan and environment, including initial testing, is June 30, 2016.

The third component necessary to remediate the finding, a security incident handling policy and set of procedures, is in the draft stage. It will address the requirements for identifying, reporting, investigating, and remediating security incidents. The milestone for submitting the policy for approval is March 31, 2016. Once

completed and approved, training for all faculty and staff on the policy and procedures will be included in the implementation.

Financial Aid

In January and February, Bob Voytek (Financial Aid), Michael Luna (Student Services) and Rachel Edelstein (CCC Foundation) partnered to provide admissions outreach, financial aid and scholarship application assistance to local high schools and some rural high schools across the county including Flagstaff High School, Williams High School, Page High School, Tuba City High School and Grand Canyon High School.

The CCC Financial Aid Office collaborated with the CCC Foundation to host a scholarship seminar at the Lone Tree campus which was also broadcasted via ITV to the Page site. Prospective and current students learned how to apply for scholarships at CCC. Representatives from the Arizona Community Foundation and Coconino Community Services explained how to apply for funding through their organizations as well. (45 attendees total, including both locations.)

INSTITUTIONAL ADVANCEMENT:

Foundation

The Foundation is currently in the “scholarship” season and the first meeting of the Scholarship Committee was held in February. We were able to recruit and train 2 new members, Paula Stephani and Lina Wallen. Both will be excellent additions to the committee.

The Donor and Alumni Relations Coordinator attended the ASU Lodestar Forum on Nonprofit Effectiveness in Tucson on March 4, 2016.

The Institutional Advancement Administrative Assistant is currently working on a comprehensive operations manual for the department which is near completion.

We received a contribution of \$5,000 from Blue Cross Blue Shield for Nursing Scholarships. These are scholarships that we apply for annually and will benefit two second-year nursing students.

The Executive Director traveled to Williams to make a presentation with faculty member Ann Wells and Mike Luna from Student Services. The Executive Director also traveled to Phoenix to attend a half day event at Grand Canyon University. The Foundation is working on a proposal for scholarships from Grand Canyon for CCC Students.

The Arizona Gives Day online giving campaign will be April 5, 2016. The Foundation is currently seeking matching contributions for the event.

Palette to Palate is scheduled for April 29, 2016. Twelve restaurants have committed to participate. Findley Toyota is our Patron Sponsor for the event and the committee is currently gathering Art for the event. Save the Date cards will be mailed during Spring Break, with invitations to be mailed by April 15, 2016.

Foundation staff coordinated a Board Retreat on March 8, 2016. The event was facilitated by the Owner of Goal Busters and Former CCC Foundation President Alice Ferris. The Board is recruiting qualified Board Members, with the goal of filling all seats by June 1, 2016.

Marketing, Public Relations & Publications

Last year the College invested in state-of-the art equipment for the department. Through a team effort involving all of the marketing and PR staff including interns, we are able to produce high quality video for social media and marketing presentations. We are currently working on a video for Palette to Palate, and for CCC's 25th

Anniversary Celebration. Videos will be very helpful in telling our story during community education efforts in the upcoming year. It is also a department goal to produce high quality video for commercials that can be aired on cable television, saving money and giving us more control over the product. You can view the current videos on our You Tube channel at: <https://www.youtube.com/user/CCCTV123>.

In the last month, we have had articles published in newspapers throughout the County this month including the *Arizona Daily Sun*, *Williams News*, *Lumberjack*, *Lake Powell/Page Chronicle*, *Flagstaff Business News*.

The Executive Director of Institutional Advancement will travel to St. Louis over spring break to attend a national conference held by the National Council for Marketing and Public Relations. The organization specifically focuses on marketing and public relations for community colleges.

INSTRUCTION:

Arts and Sciences

Students from the English Language for Adult Acquisition (ELAA) class in the Adult Education program submitted projects for the Arizona Adult Literacy Week (AALW) contest. AALW is an annual, statewide event celebrating adult literacy and lifelong learning in Arizona communities. Adult learners from all over Arizona are invited to participate in this event. Five students submitted projects and out of 213 submissions, our students won 2 of the 27 awards. All 5 projects were spectacular and included an essay, a power point presentation and 3 digital stories.

Melinda McKinney and her physics students participated in Flagstaff STEM night at the NAU Skydome on March 7, 2016. The event reached out to all of Flagstaff's middle school students and the CCC Team hosted great hands on activities in magnetism.

Faculty member Phillip Martinez developed a new course, EGR 122 - Programming for Engineers. This course will be added to the Engineering Pathway for CCC2NAU students.

Career and Technical Education

Dr. Monica Baker was appointed by the Coconino County Board of Supervisors to serve on the Workforce Development Board.

Construction Management

The 12 students in the Certified Apartment Maintenance Technician program completed the program and a graduation was held at the Fourth Street Campus. Members from Goodwill of Northern Arizona, the Coconino Career Center, and Coconino Community College were there to celebrate this accomplishment with the students.

Perkins/Programs of Study (POS)

- March 1, 2016: Both the Federal and State Programs of Study grant mid-year reports were submitted to the Department of Education. The Programs of Study – Coconino Consortia is on target to meet all grant objectives for this year.
- March 2, 2016: The mid-year report for the federal Perkins grant was submitted to the Department of Education. CCC is on target to meet all grant objectives for this year.
- Trauma HAL, a life-size trauma simulator, arrived on campus with a complete set of wound kits that will allow fire science, emergency medical services, nursing and allied health students access to state of the art training for medical injuries and conditions. This acquisition was funded with the Perkins and Arizona Community Foundation of Flagstaff grants.
- Bill Branch was enrolled in CISCO training through Contra Costa Community College District/Diablo Valley College.

HS2CCC (High School to CCC)

- March 25, 2016: HS2CCC and Programs of Study – Coconino Consortia sponsored a ‘Celebrating CTE’ event in recognition of National Career and Technical Education Month. Twenty attendees from high schools around Coconino County participated. The event included the Programs of Study Coconino Consortia winter meeting, lunch provided by the Dual Enrollment Culinary class at Coconino High School, a tour of the CTE programs at the Fourth Street campus, and a presentation by Student Services. Attendees all received program information regarding Programs of Study and CCC. The tour included a presentation of Fire Science and Emergency Medical Service by Captain Mark Goldberg who also brought City of Flagstaff Fire and EMT vehicles to view. Lori Edwards, James Clark, and Doris Beran presented the nursing and allied health programs which included a first public viewing of our latest CTE acquisition Trauma HAL. David Bowman presented the CIS program and the tour ended with a stop in the construction management (CTM) lab where Ken Myers presented his CTM and alternative energy programs and the shop where all of the students get hands on experience in CTM.
- March 4, 2016: Perkins/HS2CCC Coordinator met with a representative from the [Navajo Code Talkers to Code Writers Education Initiative](#) who are interested in pursuing CIS dual enrollment opportunities for Greyhills Academy High School, Chinle High School, and Kayenta High School. This project is a 3 year initiative through Science Foundation Arizona in partnership with CISCO, Intel, AT&T, SRP and APS.

Dual Enrollment

- February 17, 2016: Perkins/HS2CCC Coordinator and POS/CAVIAT Coordinator went to Page High School to meet with their Principal, CTE Director and other staff to discuss increasing dual enrollment opportunities in Page.
- March 4, 2016: Perkins/HS2CCC Coordinator and POS/CAVIAT Coordinator went to Summit High School to attend the TAPP Transitional Living Center closing day ceremonies. At the event, the Perkins/HS2CCC Coordinator presented four students with Dual Enrollment scholarships allowing them each to receive 3 college credits for ECE 234 – Child Growth and Development.
- March 3, 2016: Dual Enrollment completed Spring full time student enrollment for 101 dual enrollment courses at 10 schools.
- March 8-10, 2016: Perkins/HS2CCC Coordinator visited Page High School to meet with 7 prospective dual enrollment instructors and attend two Parent Teacher Conference events to meet with parents about dual enrollment opportunities.

CAVIAT

- February 18, 2016: POS/CAVIAT Coordinator attended CAVIAT parent night at Flagstaff High School.
- March 2, 2016: POS/CAVIAT Coordinator attended CAVIAT parent night at CCC’s 4th Street Campus.
- March 9, 2016: Perkins/HS2CCC Coordinator attended the CAVIAT Board meeting in Fredonia to discuss dual enrollment, Higher Learning Commission accreditation requirements, and expanding central programs opportunities for high schools outside of Flagstaff.
- At the request of CAVIAT, the POS/CAVIAT Coordinator has completed a redesign of the central programs offerings to accommodate a cut in coursework from 9 credit hours a semester to 6 credit hours a semester. These new programs will start in Fall 2017 and include expanding the administration of justice and business programs to ITV students in Page, Williams, Fredonia, and the Grand Canyon.

Page Campus

- February 17, 2016: Academic Affairs meeting concerning Kaibeto ITV course delivery, which broadened into a discussion of how best to serve all of the more remote areas of the county with a consistent policy and program.

- March 1 and March 8, 2016: Attended meetings of committee charged with planning an upcoming Economic Outlook event for the northern part of Coconino County.
- March 2, 2016: Arranged for the use of the Page Campus for an Antelope Point Marina training event, which will occur during spring break (March 15th thru 17th).
- March 3, 2016: Traveled to St. Johns Arizona for a fact-finding meeting with Von Stradling, the Manager of Planning & Employee Development for the Coronado Generating Station of Salt River Project. Mr. Stradling gave a tour of the Industrial Operations program at the plant, which is offered via a cooperative arrangement with Northland Pioneer Community College. After meeting with each of the instructors, the meeting continued at the Springerville Generating Station with a meeting of the Industrial Maintenance and Operations Advisory Council which brought together all of the stakeholders involved in the NPCC training program. This trip was the outgrowth of a meeting with the new Navajo Generating Station plant manager, Joe Frasier, on February 10, 2016, where he expressed a desire to have CCC provide the kind of training locally that NPCC was doing in Navajo County.
- March 5, 2016: Co-hosted the annual Job Fair with the Page Public Library.

STUDENT SERVICES:

Trainings and Meetings of Interest

- Veronica Hipolito has joined the United Way of Northern Arizona Board of Directors and attended the annual luncheon on February 18, 2016.
- Student Services had a training & retreat facilitated by Julie Lancaster, Lancaster Leadership Consulting, on February 26, 2016. The training focused on effective teams, working through change and critical thinking.
- Veronica Hipolito attended the All AZ Academic Team Luncheon on March 3, 2016. Two CCC students were honored.

Student Activities and Events

- CCC2NAU hosted the annual Ice Cream Social on March 2, 2016. The event was attended by students, NAU advisors and Justin Wilgus, recent alum and also CCC2NAU graduate.
- Get the Scoop was coordinated at the Page Campus on March 1, 2016 to connect students with college services including TRiO, CCC2NAU, Smarthinking, Starfish and community resources including the Navajo Nation scholarship program.
- Derik Yellowhair Conducted a Navajo Cultural Presentation to Bryan Bates' Archaeo-astronomy courses on March 2, 2016 which was open to CCC staff, faculty and students. Approximately 40 students and staff attended.

Program Updates

- **GED Test:** The overall passing rate has been lowered to 145 and our students have been doing quite well since the change. During the week of February 24, 2016, all four students who tested passed the subjects that they were testing on.
- **Starfish Early Alert and Connect:** We are in the process of setting up prospective students and trying to implement Starfish for new students by the end of the month. Tutors are now calling all of the tutoring referrals facilitated through Starfish to get students connected to tutoring resources.
- **Passages Program:** The program has served 34 students in the 2015-2016 school year. Twenty seven of the students are single parents, 4 are both single parents and displaced homemakers, and 2 are

displaced homemakers. To date in this grant fiscal year, the Passages Program has spent more than \$12,000 for Textbook Loans as a student retention effort and has used more than \$5,000 to provide single parents with childcare financial assistance.

Student Outreach and Recruitment

- February 17, 2016: Flagstaff High School Financial Aid Night
- February 18 and Marc 10, 2016: Coconino High School- Monthly visits to meet with students and talk about opportunities at CCC.
- February 18, 2016: Celebrating CTE-Michael Luna invited by Duel Enrollment/CAVIAT to present to high school counselors.
- March 1, 2016: Flagstaff High School Visit
- March 1, 2016: Colorado River Unified School District & Mohave College Fair
- March 1, 2016: Alchessay High School Campus Visit to Lone Tree (Show Low/Pinetop area)
- March 1, 2016: Derik Yellowhair participated on a Transformative Learning Panel at Summit High School
- March 3, 2016: Williams High School Visit
- March 9, 2016: Career Fair at Coconino County Juvenile Detention Center
- March 10, 2016: CCC Open House at Lone Tree Campus

MEETINGS OF INTEREST:

February 25, 2016	Retirement Reception for Jerene Watson
February 26, 2016	Art Babbott, Coconino County Supervisor and Chair of the Board of Supervisors
March 1, 2016	Brent Neilson, Superintendent, CAVIAT
March 3, 2016	Legislative Hearing for Expenditure Limitation Bill All Arizona Academic Team Luncheon
March 4-5, 2016	Page Trip Meetings with Jim Hunter, Page Campus Director; Bill Diak, Mayor of Page; Lloyd Hammonds, District Governing Board Member; Crystal Dyches, City Manager; and Brian Keller and Ed Franklin, Page/Banner Health Radio Interview with Page/Lake Powell Communications Page Job Fair
March 7, 2016	Lucinda Andreani, Coconino County Transportation Department
March 8, 2016	Foundation Board Retreat
March 10, 2016	Flagstaff Leadership Program – Presentation for Education Day with Joanne Keene, NAU Chief of Staff Goodwill Tour with David Hirsch, CEO of Goodwill and Rich Bowen, CEO of ECONA
March 11, 2016	Jeanne Swarthout, President of Northland Pioneer College Museum of Arizona Opening Reception and Art Exhibition

UPCOMING:

Presidential Designees

Jami Van Ess

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Upcoming Presidential Travel

HLC Conference April 15-19, 2016

Other Events

Spring Break	March 14-18, 2016
Arizona Gives Day	April 5, 2016

