

CoCoConnections

Employee newsletter

August 2016

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Dear CCC employees,

In the interest of improved communication among departments for news, cross training and cross knowledge, Human Resources and Institutional Advancement are moving forward with a more employee-based newsletter to be distributed on a four-week cycle in a two-week interim between CocoNotions distribution.

The purpose of the new newsletter would be to fill a gap not covered by CocoNotions, which handles stories of student success, large events, faculty accomplishments and more. It would be a way for departments to communicate either their events or a project they may be working on. The separate forums or committees could submit updates as well.

Some topics that would be covered would be: Human resources notices, employee events, quarterly birthdays, fundraisers, volunteer opportunities, new hires, retirements, wellness information, tuition reimbursement information, orientations for students, policy and procedure notices, and much more. The thought is that it aggregates a variety of stand-alone emails that get sent out college-wide (and that may inadvertently get deleted) into one easily read format - a one-stop shop for general college information, if you will.

Human Resources and Institutional Advancement will compile all the information and send it out. Entries would be submitted a week prior to sending out the information, with a maximum of 200 words per entry. Beginning in September, CoCoConnections will be distributed the second week of the month. CocoNotions will be distributed the fourth week.

Feedback you might have on launching this new newsletter would be appreciated. Feel free to email Larry Hendricks, Public Relations Coordinator, at larry.hendricks@coconino.edu.

New Hires/Promotions

Aaron Tabor - Biology Faculty

Melinda McKinney - Biology Faculty

Lisa Daskocil - Anthropology Faculty

Luke Owen - Library and Learning Resource Coordinator.

Jessica Laessig - TRiO Retention Specialist

Rebecca Pineda - TRiO Learning Specialist

Shawn Montoya - Enrollment Services

Assistant at 4th Street

Kurt Yuengling - Geology Faculty

Jennifer Gutt-Ohly - Allied Health Faculty

Cynthia Anderson - Accounts Receivable Specialist II

William Branch - CIS Faculty

Student Services Reorganization

Student Services reorganized this summer to improve organizational operations and in turn, enhance service for students.

Laura Rosensweet is the new Director of Student Success and Access. She will work with Learning Support Programs (tutoring), Disability Resources and continue her work with Starfish Early Alert, placement testing, START workshops, GED & HESI testing and new student orientation.

Brian Francis is the Director of Advising and Career Development. In addition to working with career and academic advising services, Brian will work with the TRiO and CCC2NAU programs.

Veronica continues in her role with an updated title, Dean of Student Development and Community Engagement.

Aspen Deli comes to CCC Lone Tree

CCC has selected and awarded a contract to Aspen Deli, LLC to provide food service at the Lone Tree Campus.

The Deli is family owned by Michael Ferlaino and Jennifer Kurz. Some of you may recognize Jeannie Simms, who has past experience at our Campus kitchen. She will be managing Aspen Deli's crew.

The Deli plans to offer a wide variety of selections and will be open for breakfast and for lunch service. Their hours are subject to change depending on actual demand, but initially, they will be open from 7:30 a.m. to 4:30 pm. Hours may be somewhat shorter on Fridays. They will adjust hours and menu options from time to time, as they get a better idea of what our Campus customers really want.

Over the next week and a half, Aspen Deli will be busy with set-up, preparation for their site health inspection, and other preliminary details. They plan to have their "soft opening/dry run" with limited service, on Aug. 25 and 26.

Upcoming Events

- 25-MINUTE WALKS: Through August, in honor of CCC's 25th anniversary, the Wellness Committee will be having 25 minute walks every Tuesday and Thursday starting at 12:00 p.m. Bring your walking shoes and meet them in the Faculty Lounge on Lone Tree.
- "BUSINESS AFTER 5" MIXER: Thursday, Aug. 25, 5:30-7:30 p.m., in the Lone Tree Campus Commons. CCC and Karma Sushi are hosting an amazing Greater Flagstaff Chamber of Commerce "Business after 5" Networking Mixer. Tickets sold at the door \$10 for Flagstaff Chamber members/\$15 for non-members.
- CCC RESOURCE FAIR/CCC DAY: Wednesday, Aug. 31, 11 a.m.-2 p.m./2-5 p.m. Please join CCC at its annual Resource Fair and CCC Day celebration. Be a part of CCC's 25-year commemorative photo shoot at 2:30 p.m. in the CCC Flagstaff Lone Tree Campus Commons. CCC alumni, students, faculty, staff and friend are invited. Snacks, cake ice cream and refreshments will be served.
- THIRSTY THURSDAYS: Thursday, Sept. 1, 5-8 p.m., at the Museum of Northern Arizona, 3101 N. Fort Valley Road. Show your support for CCC and visit the CCC

community partner booth at MNA. In celebration of its 25-year anniversary, CCC has been chosen as a community partner for the weekly, after-hours concert series. Attendance is free with your CCC ID or business card. Cash bar, and food available for purchase.

- **FIRST FRIDAY ARTWALK:** Friday, Sept. 2, 5-7:30 p.m., at Historic Downtown Flagstaff in Heritage Square. Celebrate the First Friday ArtWalk with CCC. Everybody is invited. Weather permitting, Brian Harris will staff one CCC booth under the flagpole from 5:30 p.m. until sundown. Shaun McKernan will staff a second CCC booth at the County Courthouse as part of their 125th anniversary celebration from 4:30-9 p.m. If you would like to volunteer, contact Harris or McKernan at (928) 226-4318, or at Shaun.McKernan@coconino.edu.
- **FLAGSTAFF URBAN FLEA MARKET:** Saturday, Sept 10, 9 a.m.-2 p.m., Flagstaff City Hall Parking Lot, downtown. CCC will staff a booth at the event. Everybody is invited to attend.
- **CCC FOUNDATION ANNUAL MEETING:** Friday, Sept. 16, 7:30-9 p.m., at the CCC Flagstaff Lone Tree Campus Commons. Please join us for the CCC Foundation's Annual Meeting, Alumni & Awards Breakfast. CCC alumni, students, faculty, staff and friends are all invited to attend. Ticket prices vary and may be purchased at the CCC Foundation website [here](#).
- **CCC SCIENCE CELEBRATION:** Friday, Sept. 30, 6-8 p.m., at the CCC Lone Tree Campus Commons. An evening of science with emphasis on children and families. Everybody is invited to attend.
- **HOLIDAY CELEBRATION:** This year's Holiday celebration will be held at the Double Tree on Friday, December 9th from 6:00 p.m. to 11:00 p.m.

HR office has moved!

We've moved! Human Resources can now be found where the American Sign Language Lab used to be. Our new location allows us to have a more professional and inviting reception area for our customers while also enhancing security - both for staff and the employee data and information we are entrusted with. As we make this transition, we want to hear from you, as our internal customers, as to how we might continue to enhance our office and the information and resources we provide.

As a refresher, the members of the HR Team are:

- Allison Eckert, Interim Human Resources Director
 - Compensation issues, Employee Relations, ADA/EEO/Title IX
- Rosa Mendoza-Logan, Human Resources Coordinator
 - Recruitment, Benefits & NEOGOV, Recognition Programs, Wellness, EAP
- Janelle Indian, Human Resources Specialist
 - Worker's Comp, Verification of Employment, New Hire Paperwork
- Sarah Southwick, Human Resources IT Analyst
 - Pay Addendum Processing, HR Banner, NEOGOV

I-9 Reverification

Coconino Community College recently initiated an internal audit and determined the necessity to re-verify all active employees so as to assure compliance with Federal and State laws. You might have received a letter being mailed to all affected CCC employees during the summer. It is critical that you carefully read through this letter for further instructions and details regarding the re-verification process, schedule, and allowable documents you will be required to produce. We are making every effort to make this process as smooth and easy as possible for our employees and appreciate your support and cooperation in accomplishing this critical task!

Any employees who were hired and/or completed a new Form I-9 with CCC on or after March 31, 2016, will not need to participate in the re-verification process.

If you have any questions at any time during this process, please do not hesitate to contact HR. Thank you!

8/23/16 - PT Faculty/Convocation, Room 201

8/25/16 - PT Faculty/Make-Up Day, Room 301

8/26/16 - Make-Up Day, Room 301

8/30/16 - Make-Up Day, Room 201

Electronic Timesheet update

The Business Office extends a large "thank you" to everyone who participated in both the supervisor and employee forum feedback sessions regarding online time entry. The feedback received from those sessions, along with any comments that were brought forward later, were included in a summary report that was presented to the President's Leadership Group in July.

The group asked many excellent questions about the time reporting program, the benefits this will bring for employees and supervisors, and the employee and supervisor concerns. All factors were carefully discussed and considered. After this review, it was determined that we should move forward with online time reporting based on the following employee and supervisor benefits:

- Easier time reporting for employees - employees no longer need to track and calculate hours on their paper timesheet or offsite and then add to a paper timesheet
- Ease of submitting - submission of hours is electronic and goes directly to supervisor or proxy without risk of being forgotten or misplaced
- Timeliness - less risk of timesheets getting lost, or held up while the supervisor is out of the office. Many of our employees are part-time and timesheets do get lost in the shuffle at times
- Accuracy in compensation - the system reflects actual hours worked, so employees will be compensated as required for overtime pay that is due to them
- Less paper - no more paper timesheets for all employees and no more paper leave slips for non-exempt employees *
- Remote submission and approval - employees and supervisors can log in from anywhere they have computer access to report time, submit time, and approve time

In addition, the group had valuable feedback about training for employees and supervisors to ensure a smoother transition to this time reporting system. The Human

Resources and Payroll groups will incorporate this input into improved documents and training.

The next step will be a phased roll-out, where each department is invited to select a time that works best for them to train on the time entry system. Because this is a phased plan, we will have mixed reporting of hours until every department has been fully trained and had a chance to ask questions or provide their suggestions on additional training materials that would help them move forward with online time reporting.

** This is for non-exempt employees only. Exempt employees still need to submit paper leave requests to payroll.*

Direct Deposit changes

We are continually striving to provide sustainable services to employees that are cost efficient. Direct deposit is a safe, simple and convenient way to receive your pay. There are no worries about mail delays, lost checks or missing your check while you're on vacation! Your net pay is immediately available the morning of pay day. Now, it is even more convenient as you can now access your direct deposit information through Self-Service (Web4) to make changes or remove accounts. For detailed instructions, there is a helpful "Self-Service Direct Deposit How To" available on the intranet under Human Resources>Payroll Forms.

Employee Assistance Program

Beginning on July 16, 2016, the college implemented a new comprehensive Employee Assistance Program (EAP) for all CCC employees provided through Jorgensen Brooks Group. In addition to 24/7 crisis services, this program provides clinical care such as confidential assessment and counseling services in several areas including stress, grief and loss, substance abuse, workplace issues, marital and family conflicts, and many more.

Also, included as part of this program are personal services such as legal aid, financial counseling, ID theft recover, child and elder care resources, and a discount program. The College EAP provides all employees, both full and part-time with up to 6 sessions per problem, per person, per year. If additional problems occur within a year, another series of up to six sessions will be authorized. If services are needed beyond what the EAP offers, Jorgensen Brooks Group will assist in finding available options. In addition, Mental Health Services offered through Blue Cross/Blue Shield are still available to covered employees.

Volunteers needed for Coconino County Fair

Friday, Sept. 2-Sunday, Sept. 4, 10 a.m.-10 p.m., and Monday, Sept. 5, 10 a.m.-4 p.m., at the Coconino County Fairgrounds at Fort Tuthill.

Show your support for Coconino Community College and visit the CCC booth at the Coconino County Fair. Volunteers to help staff the CCC booth are needed. Volunteers are encouraged to pick up one VIP pass for FREE admission to the fair and one FREE CCC T-shirt in room 409 on the CCC Lone Tree Campus. Click [here](#) to sign up for your CCC both time slots! CCC alumni, students, faculty, staff and friends are all invited to attend.

We prefer that no more than two volunteers staff the CCC booth at the same time. For more information, contact Marketing and Events Coordinator Brian Harris at (928) 853-8538 (cell).