

CoCoConnections

Employee newsletter

February 2017

In This Issue

New website developing

PTK installs food drive

Avoid tax ID theft

United Way info sessions coming

Flag Leadership Program prepares for new year

Get your flu shots this season

NAU MakerLab workshops

Policy Highlight: Family Medical Leave Act

Women's Leadership Summit in Flagstaff March 25

After-hours parking at LTC

Upcoming events

New Hires/Promotions

Jessica Real - Academic Advisor, Student Services

Dear CCC employees,

The heavy snow has let up a bit, and the feeling of spring is in the air -- for now.

The purpose of this newsletter is to fill a gap not covered by *CocoNotions*, which handles stories of student success, large events, faculty accomplishments and more.

CoCoConnections is a way for departments to communicate events and projects being worked on by department staff. Forums and committees can submit updates as well.

CoCoConnections aggregates a variety of stand-alone emails that get sent college-wide into one easily read format - a one-stop shop for general college information.

CoCoConnections will be distributed the second full week of the month. *CocoNotions* will be distributed on the last week of the month. Entries should be submitted a week prior to publication, with a maximum of 200 words per entry.

Feedback on *CoCoConnections* or *CocoNotions* is always appreciated. Feel free to email Larry Hendricks, Public Relations Coordinator, at larry.hendricks@coconino.edu.

The CoCoConnections Team

New CCC website available for 'test drive' by employees

Dear Colleagues,

For the past year and a half, members of our Institutional Advancement and Information Technology Services departments have been working diligently on a new website for the college.

As you may know, a versatile, multi-platform website is an important part of establishing an image of professionalism and informing and engaging our communities about the excellence in education we offer here at the College. Our current website, now approaching obsolescence, is not capable of this kind of versatility. The new website has been more than a year and a half in planning and construction, using

examples from other community colleges and universities dedicated to putting their best foot forward in the interests of student recruitment and retention, among other goals.

You may remember that in the early stages of preparing the new website, members of the website development team asked for and received input from the College community during a series of public meetings. Since December 2016, members of the development team have given presentations on the new website to College Council, Student Services, Career & Technical Education, at a Student Forum, Business and Administrative Services, Registration and Enrollment Services, and at the most recent Faculty Senate meeting. More presentations have been scheduled for the near future.

Now, thanks to a request from the officers of the CCC Faculty Senate, everyone in the College community has an opportunity to "test drive" the new website and provide feedback. Please be reminded that the website, which is scheduled to go live on March 20, 2017, is currently under construction. In the coming weeks, editors of the website will continue to improve their sections to provide a comprehensive image of the College. I would encourage all of you to explore the site from your smartphones, tablets, laptops and desktops to help us fine-tune the website. I would like to add that the new website, now and through the initial stages of launch, will be subject to changes. Additionally, during development, there may be times that the new website will not be available for viewing.

The new website, which is not available outside the College at this time, can be viewed at <http://newweb.coconino.edu>. Feedback may be sent to the website team members at webfeedback@coconino.edu. Please submit your feedback by Wednesday, March 8, 2017.

I eagerly await the launch of the new website, and the development team looks forward to your feedback on how CCC can offer an image that focuses on student success, excellence in education, and our core values of People, Learning & Growth, Quality, Ethics, Community, Respect, and Sustainability.

Onward!!!

Colleen A. Smith, PhD
President

CCC's PTK chapter installs permanent food drive on campus

As a community college, CCC is the educational home of many students facing adversity. The College is very welcoming to less fortunate students who are actively seeking to pursue their education and create a brighter future for themselves.

Knowing that food security is an

issue for some of our students, PTK alumni and CCC2NAU staff member Kadie Radics decided to take action by establishing a permanent food drive for our very own CCC students.

"I heard that there was a need for food assistance on campus and our students cannot be successful in the classroom if they are not well-fed at home," Radics said.

She also commented that the number-one reason behind unsuccessful academics among K-12 students is hunger at home.

Being aware of this statistic, Kadie said she wants to keep students successful on campus, many of whom are living on their own.

"I am also interested in establishing the food drive as a community center where faculty, staff and students can help each other out," Radics said, referring to future plans for the drive. "If we can help one another out with issues such as food, then we should be doing that."

Radics said she knows that success starts at home, and with goals to increase student success campus-wide, she hopes that the permanent food drive and eventual community center will create positive change at CCC.

The food drive collection box is located at the CCC Lone Tree Campus in front of the security office.

If you have any questions regarding need or collection, feel free to contact Kadie Radics at Kadie.Radics@coconino.edu, or call 928-226-4387.



Kadie Radics, CCC2NAU staff member and a member of CCC's Beta Gamma Chi chapter of the Phi Theta Kappa Honor Society features the new permanent food drive installation at the Lone Tree Campus in Flagstaff.

ITS Department offers advice to avoid tax identity theft

In the spirit of Tax Identity Theft Awareness Week, the Information Technology Services Department would like to remind CCC employees of what actions can be taken to prevent tax identity theft this tax season.

The Network Administrator of the ITS Department, Brian Wilson, has provided us with the best ways to avoid tax identity theft:

- File your tax return as early as possible.
- Use a secure Internet connection if you file electronically.
- If you do not file electronically, mail your tax return directly from the post office.
- Know that the Internal Revenue Service will not contact you by email, text, or social media. If the IRS needs information, it will contact you by mail.
- Check your credit report for free at www.annualcreditreport.com to make sure

there are no unauthorized accounts.

- If you have any further questions regarding tax filing or tax identity fraud, please visit <https://www.irs.gov/pub/irs-pdf/p4524.pdf>

On behalf of Brian Wilson and the ITS Department, CCC wishes everyone the best of luck filing their taxes this season.

United Way of Northern Arizona information sessions coming

United Way of Northern Arizona will be having information sessions for CCC employees who might be interested in giving or volunteering.

According to information from Veronica Hipolito, Dean of Student Development and Community Engagement, who is also on the UWNA Board of Directors, UWNA is a local nonprofit that brings the community together and focuses resources on the most critical human-care needs in northern Arizona. UWNA carries out its mission by focusing on three action areas: Education, Income and Health. CCC will be reintroducing a UWNA Campaign this spring.

Learn about the services and programs supported by UWNA at the following information sessions:

- Feb. 22, 8 to 8:30 a.m., in the LTC Board Room. Coffee and doughnuts will be served.
- Feb. 28, noon to 12:30 p.m., in the Board Room. A brown-bag lunch will be served.

To learn more about UWNA, visit <http://nazunitedway.org>, or stop by Veronica Hipolito's office, Room 400 at the Lone Tree Campus.

Flagstaff Leadership Program prepares for new year of success

Each September, the Flagstaff Leadership Program puts together a class of about 25 people to spend nine months learning about the challenges and opportunities facing the greater Flagstaff area.

Veronica Hipolito, Dean of Student Development and Community Engagement at CCC, said that FLP participants "... begin the program as strangers and end it having formed a life-long network of friends and colleagues. As FLP graduates, they are ready to assume responsibility as community leaders and to serve as a resource for their employers and other organizations that seek to make a positive investment in our community."

Hipolito is also a member of the 2010 FLP graduate class.

The Flagstaff Leadership Program strives to:

- Enhance the effectiveness of Flagstaff's leadership.
- Enable people with opposing views to listen to each other and work together.
- Encourage more people to commit to becoming community leaders.

If you are interested in participating in this year's Flagstaff Leadership Program, you can

apply online. The application is accessible at <http://www.flagstaffleadershipprogram.com/our-program/how-to-apply/>.

Get your free flu shot this season!!

As flu season continues this winter, it is very important to remember to get your flu shot in order to decrease your chances of coming down with the flu.

Luckily for Flagstaff residents, the Coconino County Public Health Services District is offering free flu shots. There are two dates in which you can get your flu shots. The first date is Friday, Feb. 24, 2017, from 8 a.m. to 12 p.m., and 1 p.m. to 5 p.m. The second date is Saturday, Feb. 25, 2017, from 9 a.m. to 1 p.m.

The flu shots may be obtained at the CPHSD Clinic, 2625 N. King Street, in Flagstaff.

CCC employees are encouraged to receive a flu shot in order to help prevent the spread of the flu on campus and around Flagstaff.

NAU Cline Library invites you to attend MakerLab workshops

Northern Arizona University has invited Coconino Community College employees to attend upcoming workshops for its top-of-the-line MakerLab.

The MakerLab, also called the MakerBot Innovation Center, is located in NAU's Cline Library. It is home to 20 3D printers along with tools and components for creating electronic devices and also offers 3D designing and scanning. NAU's MakerBot Innovation Center is the first and only one in the western United States. In addition to the technology it offers, the MakerLab offers appointments with technology specialists and accepts 3D print requests.

The MakerLab is offering several workshops for people who wish to learn more about the world of modern 3D technology, and the lab has extended an invitation to CCC employees. Each workshop will give an introduction to the Cline Library MakerLab, 3D printing and electronic prototyping. This is an opportunity to learn how to innovate, design, and create products that feed the imagination and potentially solve real-world problems.

There are three workshops. The first one will be on Saturday, Feb. 25, 2017, from 10 to 11:30 a.m.; the second one on Tuesday, March 28, 2017, from 6 to 7:30 p.m.; and the third one on Saturday, April 15, 2017, from 10 to 11:30 a.m. All workshop sessions will take place in the NAU Cline Library Practice/Presentation Studio (room 131).

To register for these workshops, visit <http://nau.libcal.com/> and find the session most convenient for you. For information regarding the MakerLab, visit <http://library.nau.edu/services/makerlab/>.

If you have any questions at all, contact CCC Librarian Luke Owens at Luke.Owens@coconino.edu, or call 928-226-4369.

Policy Highlight: 410-10 Family Medical Leave Act (FMLA)

CCC takes pride in caring for its employees and in ensuring positive morale in all departments across campus, which includes tending to the medical needs of employees.

This month's policy highlight is 410-10 Family Medical Leave Act (FMLA). The Family Medical Leave Act is meant to allow eligible employees to take leave for medical reasons, the birth or adoption of a child, or to care for a child, spouse, or parent who has a serious health condition. The FMLA will provide job protection to employees during their leave period.

Employees who meet eligibility requirements for the FMLA must be employed by CCC for 12 continuous months and must have been employed for at least 1,250 hours of service with the College during the previous 12-month period.

CCC seeks to make accommodations for its employees who are eligible for medical leave under the Family Medical Leave Act. If you require medical leave and meet the FMLA eligibility requirements, please visit the Human Resources Department. You may also contact the Human Resources Coordinator Rosa Mendoza-Logan with any questions regarding the FMLA or eligibility. You may email her at Rosa.MendozaLogan@coconino.edu, or call the Human Resources Department at 928-226-4350.

Women's Leadership Summit in Flagstaff March 25

A Women's Leadership Summit is coming to Flagstaff.

"Managing Conflict and Change" will be March 25, 2017, 9 a.m. to 4:30 p.m., at the Kilted Kat. Learn how to:

- Stay afloat during change
- Be a supported positive change agent
- Roll out change to your team
- Have accountability conversations
- Have healthy conflict with employees, bosses, intimate partners, friends and colleagues

All attendees will receive gift certificates and lunch. Price for the summit is \$197, and a portion of the proceeds will be donated to Feeding Northern Arizona's Future. For more information, email pvstickler@gmail.com. To register and learn more, visit www.LancasterLeadership.com.

After-hours parking available at Lone Tree Campus

The general parking lot at the Lone Tree Campus will be open to valid employee parking permits after 4:30 p.m. Monday through Friday, according to information from the CCC Security Department. Saturday is open parking.

All other parking regulations will still be in effect per parking policy [121-13 Parking and Vehicular Traffic Procedural Guidelines](#).

Upcoming Events

- **BLACK HISTORY MONTH CELEBRATION**: CCC employees are invited to this year's Black History Month Celebration, "Honoring the Past and Inspiring the Future." Flagstaff Mayor Coral Evans will be the keynote speaker, and the event will include presentations and a vocal performance by CCC students and alumni. Monday, Feb. 27, 2017, 3 p.m. to 4 p.m. in the Lone Tree Campus Commons.
- **PRESIDENTS DAY**: The Presidents Day holiday is Monday, Feb. 20, 2017. The college will be closed.
- **SWEARING-IN CEREMONY RESCHEDULED**: CCC will be holding its rescheduled swearing-in ceremony for our newly elected District Governing Board Members, Ms. Patricia Garcia and Dr. Marie Peoples. It has been rescheduled to Friday, Feb. 17, 2017 from 5 to 6 p.m. and will be held in the CCC Lone Tree Campus Board Room.
- **WARRIOR WOMEN'S CONFERENCE**: CCC is holding a Warrior Women's Conference event on Saturday, Feb. 25, 2017 from 10 a.m. to 4:30 p.m. It will take place in the Lone Tree Campus Commons as well as rooms 462, 509, 510, 511, and 512.
- **BOWL FOR KIDS' SAKE**: CCC Alumni & Friends are joining forces with Phi Theta Kappa to support Big Brothers Big Sisters of Flagstaff for a "Bowl for Kids' Sake," Saturday, Feb. 25, 2017, 2 to 4 p.m., at Starlite Lanes, 3406 E. Route 66. For more information, contact Sandra.Dihlmann@coconino.edu, or Rachel.Edelstein@coconino.edu.
- **ASPEN DELI CLOSED ON FRIDAYS**: The CCC Lone Tree Campus cafe, Aspen Deli, will be closed on Fridays as they are not serving enough customers to cover costs on Fridays. On behalf of CCC and Aspen Deli we thank you for your understanding.
- **INDIAN TACO SALE**: CCC is holding an Indian Taco Sale in the Lone Tree Campus Sculpture Garden Thursday, March 2, 2017, from 10 a.m. to 2 p.m.
- **PAGE CAMPUS JOB FAIR**: The CCC Page Instructional Site is holding a job fair for students on Saturday, March 4, 2017 from 10 a.m. to 2 p.m. Page Public Library, across from CCC-Page, is also hosting two workshops to assist with resume writing and job skills in advance of the job fair. They are from 10 to 11 a.m. and will be on Feb. 21 and 28.
- **FOURTH ANNUAL FLAGSTAFF COMMUNITY STEM CELEBRATION**: Flagstaff STEM (Science, Technology, Engineering, and Math) is holding its 4th annual STEM Celebration here in Flagstaff. This event is a celebration of all things STEM and will include demonstrations and activities by CCC and NAU. The event is free and open to the public and will take place at the NAU Skydome on Monday, March 6, 2017, from 5:30 p.m. to 7:30 p.m.
- **TEAL TUESDAY**: Teal Tuesday is celebrated on the first Tuesday of each month. The next one is March 7, 2017. CCC students and employees at all CCC locations

are encouraged to show their CCC pride and wear teal and/or CCC gear on campus or post a selfie on our Facebook page for a chance to win a prize!

- PTK BLOOD DRIVE: Members of the CCC PTK Honor Society are sponsoring a Blood Drive by United Blood Services at the Lone Tree Campus Board Room on Thursday, March 9, 2017, 10 a.m. to 3:30 p.m. All donors will receive a voucher for free food at Chick-fil-A. Visit www.BloodHero.com (Sponsor code: CCCLoneTree), call 1-877-UBS-HERO, or email PTK@coconino.edu.
- CCC SPRING TRANSFER FAIR: This event will be held at CCC on Thursday, March 23, 2017, in the Lone Tree Campus Commons, 10:30 a.m. to 2:30 p.m.
- HOT BREAKFAST: The CCC Climb to Conquer Cancer team is hosting a free Hot Breakfast, Friday, March 24, 8 to 10 a.m., at the Lone Tree Campus Faculty Lounge. There will be coffee, juice, fruit, coffee cake, eggs and sausage. Donations for the Climb to Conquer Cancer are appreciated. Volunteers are needed to help bring items to share, help set up, or help clean up. Email Tom.Lehman@coconino.edu to help.
- READING SERIES: CCC faculty member Kate Harkins will be reading at the Narrow Chimney Reading series at Uptown Pubhouse, 114 N. Leroux St, on Monday, March 27, 2017, at 7 p.m.