

CoCoConnections

Employee newsletter

April 2017

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Dear CCC employees,

The spring semester is in the home stretch, and the students are preparing to finish up their studies before the summer arrives.

Welcome to the April 2017 edition of *CoCoConnections*. 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 around the second full week of the month. *CocoNotions* will be distributed around 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 Hires/Promotions

None listed this month.

New art courses coming to CCC this Summer

Brand new art courses have now been added to the CCC Summer 2017 class schedule! These new courses are two-week, one-credit classes that have eight total sessions.

There are two new art classes that have been officially added to the Summer 2017 schedule:

1. Watermedia on Paper- Art 198-01, CRN 15117

- June 19-29 Monday-Thursday for two weeks, totaling eight class days. 10 a.m. to 12 p.m.
- This course will be held at CCC's Lone Tree Campus in Room 536, also known as the painting studio. It will be instructed by Elaine Dillingham.

Watermedia on Paper is an introduction to painting media for which water is the solvent, including transparent watercolor, gouache, fluid acrylic, and ink. The support is watercolor paper. The course will provide instruction on use of materials for optimal creative expression and will look at examples of the use of this medium from art history.



Basic materials for the course will be provided and included in tuition, but students may supplement their own materials as desired.

In Watermedia on Paper, students will experience the similarities and differences in the following water-based media: transparent watercolor, gouache, fluid acrylic, and ink. Dillingham will guide students as they experiment with all four media and choose one for a personal painting project.

There are no prerequisites for this course. Painters of all levels are welcome, and instruction is individualized. High school students are also welcome to enroll.

The class is limited to 16 people, so sign up quick before space fills up!

2. Intro to Figure Painting- Art 298-02, CRN 15116

- July 17-27 Monday-Thursday for two weeks, totaling eight class days. 6-8 p.m.
- The class will be held at CCC's Lone Tree Campus in Room 356, referred to as the painting studio. The instructor is Elaine Dillingham.

Intro to Figure Painting is an introduction to painting the human form from the live model in watercolor, gouache, acrylic, or oil on paper, canvas, or panel. Previous painting experience is recommended to students.

There will be a model posing in each class session. Students will use a pencil and plumb line to measure proportion. Dillingham will offer guidance to students as they sketch proportion, make compositional decisions, mix colors, and apply paint for skin and hair midtones, shadows, and highlights.

Prerequisites include the completion of the Drawing 1 course or consent from the instructor.

Just like Watermedia on Paper, Intro to Figure Painting is also limited to 16 students.

In addition to these two courses being added to the Summer class schedule, Instructor and artist Barb Sheeley will be teaching Intro to Figure Drawing and Intro to Printmaking in July. These are

also two-week, single-credit courses. They are not finalized for the class schedule yet, but will be posted online when officially added to the 2017 Summer schedule.

When the two additional courses become finalized, the CCC Art Department will be offering a total of four two-week classes. They will be sequenced one-at-a-time, making it possible for students to take all four courses if desired.

For any questions regarding these upcoming courses, feel free to email Elaine Dillingham at Elaine.Dillingham@coconino.edu.

Nursing Pinning Ceremony coming up

CCC will be holding its Nursing Pinning Ceremony to honor this year's graduates of CCC's nursing program.

Completing CCC's nursing program is no easy task and the College takes pride in honoring its graduates and sending them off to the next step in their educational and career goals.

This year's Nursing Pinning Ceremony will be held on Thursday, May 11, 2017, from 5:30 to 8:30 p.m. The ceremony will take place in the CCC Lone Tree campus.

Student Awards Ceremony coming in May

CCC's annual Student Awards Ceremony is drawing near as the month of April continues.

The Student Awards Ceremony is held once a semester to honor students who have reached high levels of academic achievement.

This semester's Student Award Ceremony will be held on May 10, 2017, from 5:30 to 7:30 p.m. It will take place at CCC's Lone Tree Campus Commons.

The Ceremony is both free and open to the public, so please feel free to invite friends or loved ones.

For any questions regarding the Student Awards Ceremony, please contact CCC's Student Life and Passages Program Coordinator Derik Yellowhair at Derik.Yellowhair@coconino.edu.

District Governing Board approves compensation adjustments

In a recent board meeting, CCC's District Governing Board approved compensation adjustments for the next academic year.

This new compensation package will recognize employee contributions, cost of living, Community College market data, needs to recruit and retain talented staff, and the future financial health of the College.

CCC's Business Office and Human Resources Department has provided a summary of their presentation to the District Governing Board:

- CPI (cost of living) increase of 2 percent.

- Approved adjustments to both Full-time and Part-time Faculty Salary Schedules keeping with the Higher Learning Commission Accreditation Credential Requirements.
- Merit Adjustments based on performance evaluation scores per individual staff member.
- Contribution of \$60 per month to the cafeteria plan.
- Market based adjustments for eligible staff to move up to within 1 percent below the median market data for each position.

Individualized information on these adjustments will be forthcoming with further details.

The Governing Board, Dr. Smith, and the Executive Leadership Team want to thank all CCC staff for their hard work and dedication to CCC's students and to the College as a whole.

For any questions regarding the approved compensation adjustments, please contact CCC's Executive Director of Human Resources Dietrich Sauer at Dietrich.Sauer@coconino.edu.

Feedback needed for Student Code of Conduct update

CCC takes pride in holding its students to a high standard when it comes to on-campus behavior, conduct, and etiquette. This standard is reflected in CCC's Student Code of Conduct and Student Discipline procedures.

In the interest of keeping student behavior at a high standard, CCC is currently working to review and update its Student Code of Conduct and Discipline procedures. The College is calling on its staff to provide feedback and ideas for how it can keep its Student Code of Conduct up to standards.

"The goal is to update procedures to reflect CCC's organizational structure, ensure compliance with federal and state regulations, align our policy and procedures with other AZ community colleges and public universities and ensure that our procedures meet the current needs of our college," stated Veronica Hipolito, CCC's Dean of Student Development and Community Engagement.

Hipolito will be hosting two "brown bag" open forums to gather feedback from staff on needs. The final forum will be April 21, 2017, from 8 to 9 a.m., in room 439.

If you are unable to attend either of these forums but have helpful ideas, you are encouraged to email Hipolito at Veronica.Hipolito@coconino.edu, or stop by her office, room 400 at the Lone Tree Campus. Feel free to email her with any questions you may have.

This project will continue through the summer with goals to finish in early fall. Hipoliton also encourages CCC staff to contact her if you are interested in working on this project.

Register for this month's Employee Assistance Program Webinar

In July of 2016, CCC introduced a new comprehensive program known as the Employee Assistance Program, or EAP.

EAP is an outreach program for CCC employees that provides a variety of services through the Jorgensen Brooks Group. Services that are provided by the Employee Assistance Program to CCC employees include:

- 24/7 Crisis Services
- Clinical Care, confidential assessment and counseling
- Legal Aid
- Financial Counseling
- ID Theft Recovery
- Child and Elder Care Services
- Discount Programs

In addition to these services, all full and part-time employees are entitled to six counseling sessions per person, per year. EAP also hosts a monthly webinar that features a new topic each month.

The topic for April's EAP Webinar is "Staying Power, Resilience Skills for Caregivers." This topic will demonstrate how to face the challenges of caregiving and avoid burnout by learning how to become more resilient in times of stress.

This month's EAP Webinar will provide:

- Articles and tip sheets on caregiving and caregiver support.
- Skill builder training on self-care for remaining resilient.
- Referrals to community services and respite care.
- Video on relaxation and meditation.

The Employee Assistance Program is an excellent source of outreach for CCC employees. All employees are encouraged to utilize EAP for issues that might arise in life and in the workplace.

For any questions regarding registering for the Employee Assistance Program and this month's Webinar, please email CCC's Human Resources Coordinator Rosa Mendoza-Logan at Rosa.Mendoza-Logan@coconino.edu.

Fact or Fiction? "Fake News" event coming up

The issue of "fake news" has become an ever-growing topic of concern to both the media and the citizens that consume it.

"Fake news" is a common reference to stories that are written and published or broadcast with the intent to mislead the public. Although it is hard to pick out, "fake news" exists in our media today, and it is becoming an important ability of citizens to be able to tell what news stories are fake or factual.

CCC is interested in educating its students on the difference between "fake news" and news that is based on factual information and is not swayed by political bias or financial interest.

CCC will be exploring the "fake news" issue by holding an event hosted by CCC staff and faculty.

This event will take place on April 25, 2017, from 4 to 5:30 p.m. in the CCC Lone Tree Campus Commons.



Information and dialogue will be facilitated by Librarian Luke Owens, Psychology Instructor Michele Metcalf, Anthropology Instructor Lisa Duskocil, Mitch Driebe, Learning Support Programs Coordinator, and Derik Yellowhair, Student Life Coordinator.

These CCC staff and faculty members will provide an interactive activity and a lively discussion on the issue of "fake news."

This event is free and open to the public, and all are encouraged to come and learn about this pressing issue.

CCC to hold annual Teen Job Fair

CCC's 14th annual Teen Job Fair is fast approaching once again.

CCC takes pride in holding an annual teen job fair for the local youth and CCC/NAU students to begin searching for employment and gaining real-world experience. This year's Teen Job Fair will take place at CCC's Lone Tree Campus on April 20, 2017 from 3:30 to 5 p.m.

More than 30 vendors are expected to be in attendance at this year's fair. Local employers are encouraged to participate, and if you know any potentially interested employers, please encourage them to register for the fair. Employers will have access to a table and two chairs free of charge.

To register as an employer, please contact CCC's Director of Advising and Career Development Brian Francis at (928) 226-4337. Feel free to call Brian with any questions regarding the fair.

On behalf of CCC, thank you very much and we will see you at the Fair!

Human Resources Reminders!!

On behalf of the Human Resources Department at CCC, here are some information pieces and reminders that may pertain to you:

- Open enrollment begins April 12, 2017, and ends April 26, 2017, for next fiscal year's benefit plan. This is a great time to double check your options to ensure you are receiving the best

coverage to meet your needs. You should always verify your beneficiaries, or set them up if you have not done so. If you need to make changes your benefit plan, you can do so during this open enrollment period. If you have questions or concerns regarding your plan and the upcoming fiscal year, please email CCC's Human Resources Coordinator, Rosa Mendoza-Logan at Rosa.Mendoza-Logan@coconino.edu

- Faculty contracts and employee letters (once approved) should be released at the end of April.
- If you have an excess balance of PTO, now is the time to use it as you can only roll over two times your annual accrual into next year. However, the good news is that if you do not use it, any overage goes into our compassionate leave bank.
- DISCOUNTS!! Human Resources is building an employee discount center and would like your help in identifying organizations that offer, or would be willing to offer, discounts to CCC faculty and staff. Please send ideas to anyone in Human Resources. The goal is to launch a new discount page in April.
- We have multiple employment opportunities currently posted for next fiscal year. Spread the word or refer a qualified friend for any of these positions.
- The Summer Schedule is fast approaching and begins on Monday, May 15, 2017.
- Human Resources encourages you to check out Lynda.com, a free training resource provided to all CCC employees.

Banner 9 on the way

It's coming! Banner is getting a facelift with Banner 9.

According to information from Andrew Lawlor, Chief Information Officer, the changes, which are targeted for implementation in June, will change how Banner looks and is navigated. The Banner Workgroup is currently validating the system and working on training and tutorial materials.

More details will be shared soon!

Williams represents CCC at Canvas event

Adam Williams, Instructional Technology Specialist at CCC, participated in a "Project Khaki" event in Salt Lake City recently to give and get feedback on the uses of Canvas.

Williams was one of 39 other Canvas administrators, instructors and instructional designers invited by Instructure to the event. The participants learned about software development and the news of other users around the world as well as helping Instructure prioritize what features and capabilities to develop next in Canvas.

Williams was invited in the event because he is consistently active in the Canvas Community (community.canvaslms.com) where, by answering the questions of other Canvas users, he sharpens his own knowledge and learns about upcoming developments and changes. He also has demonstrated a history of thinking through the pros and cons of various user suggested development priorities. As a part of the process, Williams was able to advocate directly to Instructure's senior product development team the needs of CCC faculty and students when it comes to our Learning Management System.

Registration open for Arizona Women in Higher Ed conference

The registration period for the annual Arizona Women in Higher Education Conference is open.

According to information from Veronica Hipolito, Dean of Student Development and Community Engagement, this year's theme is "Strengthening Connections for Innovation."

The conference is scheduled June 1-2 at the Flagstaff High Country Conference Center. Cost for the conference is \$190 and includes breakfast, lunch and a networking reception.

"The AWHE conference is a wonderful opportunity to connect with colleagues from across the state," Hipolito said. "Workshops and speakers will address personal and professional development."

To learn more about the conference, visit <http://www7.nau.edu/edsup/awhe/conference.aspx>, or contact Hipolito, AWHE Representative at Veronica.Hipolito@coconino.edu.

Fire Drill coming soon!!

CCC will be holding a campus-wide fire drill on April 19, 2017. It will take place at promptly 2 p.m.

If you are concerned about how to prepare for a fire drill, there should be a flip chart beside each telephone in the College that provides instruction for the event of a fire drill.

You can also access some helpful information on the security section of the CCC website by visiting <https://www.coconino.edu/emergency-preparedness-information/event-specific-advice>.



Feel free to email CCC's Security Officer Mike Capps with any questions or concerns regarding the upcoming fire drill. He can be reached by email at Mike.Capps@coconino.edu

CCC2NAU Program Fun Facts!

CCC's premier transfer program, CCC2NAU, plays a huge role here at the College by providing our students with a solid transition plan to NAU.

By using the CCC2NAU program, students can receive one-on-one guidance throughout their entire experience here at the community college level. Once it is time to move on from CCC, the CCC2NAU program works directly with NAU to put students on the right track to a degree at the university level.

CCC2NAU is an extremely valuable asset to CCC students who aim to move on to NAU to complete a degree program.

The magnitude of the CCC2NAU program's impact on the College can be seen in the CCC's student population.

As of Fall 2016, 33 percent of CCC's entire student body was comprised of CCC2NAU students and 40 percent of Full-Time Student Equivalent enrollment was made up of CCC2NAU students.

The CCC2NAU program will continue to serve as an instrumental piece of CCC's puzzle of student success and will continue to extend that success to the university level at NAU.



Flagstaff ready for Earth Day

The month of April is home to Earth Day, which takes place on April 22, 2017, and the city has many events planned.

And in a county-hosted event on Thursday, April 20, from 11 a.m. to 1 p.m., CCC students and faculty will be participating in the celebration of Earth Day as well.

In the interest of both celebrating Earth Day and keeping Flagstaff as beautiful as it is today, the City of Flagstaff has organized multiple events for the holiday.

The main event for Earth Day will take place in Heritage Square in Downtown Flagstaff from 11 a.m. to 2 p.m. Many

different community vendors and organizations will be in attendance educating about the importance of environmental protection and selling various items. Live music will also be an attraction throughout the main event.

Prior to the Saturday event in Heritage Square, the City is hosting a community clean-up project on the morning of Earth Day from 9 to 10:30 a.m. Clean-up groups will be doing trash clean-ups of various downtown areas. Participants are encouraged to arrive at 8:30 a.m. to sign-in.

Flagstaff is also holding three educational workshops on sustainable living. These workshops will teach about the importance of honeybees and about backyard livestock raising. These events will all begin in the morning and will wrap up by 2 p.m.

On Thursday, April 20, CCC will participate in a celebration on the Justice Courthouse lawn at 200 N. San Francisco St. There will be several booths highlighting regional efforts to promote sustainability, with themes focusing on water conservation, building energy efficiency, waste reduction and recycling, xeriscaping/gardening/sustainable food systems, procurement processes



focusing on life cycle impact and more.

For any questions regarding these city-run Earth Day festivities, please visit the Flagstaff official website, where you can find a section for Earth Day on <http://flagstaff.az.gov/index.aspx?nid=1439>.

Upcoming Events

- **FIRE DRILL**: CCC will be holding a campus-wide fire drill on Wednesday, April 19, 2017. It will take place at promptly 2 p.m.
- **CCC's 14TH ANNUAL TEEN JOB FAIR**: CCC's 14th Annual Teen Job Fair is approaching as the month of April begins. The event is open to local youth as well as NAU and CCC students. It will take place on Thursday, April 20, 2017, from 3:30-5:30 p.m. in the CCC Commons.
- **STUDENT CODE OF CONDUCT BROWN BAG FORUMS**: CCC is currently working to review and update its Student Code of Conduct and Discipline procedures. The College has called out to its staff members to provide feedback and ideas for how it can improve its policy on Student Code of Conduct and Procedures. The second of two forums will take place on Friday, April 21, 2017 from 8 to 9 a.m., also in Room 439.
- **EARTH DAY TRASH PICK-UP**: CCC's Phi Theta Kappa, Beta Gamma Chi Chapter, will be hosting an Earth Day trash clean-up in partnership with the CCC TRiO Club. The clean-up will take place on Saturday, April 22, 2017 from 10 a.m. to 12 p.m. The location for the clean-up will be along Ponderosa Parkway in Flagstaff. Ponderosa is a small stretch of road between Butler Avenue and Route 66.
- **FACT OR FICTION? "FAKE NEWS" EVENT**: CCC will be holding an informational and interactive event aimed at educating CCC students and Flagstaff residents on the growing issue of "fake news" in our society. Members of CCC faculty and staff will be speaking and leading interactive activities that will help attendees understand what "fake news" is and how to spot it. This event will take place on Tuesday, April 25, 2017, from 4 to 5:30 p.m., in the CCC Lone Tree Campus Commons. It is also free and open to the public.
- **DGB MEETING**: The CCC District Governing Board meeting will be Wednesday, April 26, beginning at 4 p.m., in the Lone Tree Campus Board Room.
- **PALETTE TO PALATE**: Palette to Palate is a mixture of great food and great art. More than a dozen local restaurants compete for the top spots by featuring some of their finest hors d'oeuvres, main dishes and desserts while the artwork of local artists and CCC students is auctioned off to the highest bidder. The guests at the event are also treated to fine entertainment by local performers. Doors open at 5:30 p.m., Friday, April 28, in the CCC Lone Tree Campus Commons, 2800 S. Lone Tree Road, in Flagstaff. Ticket prices are \$40 for individual admission, \$70 for couples, and \$30 for individual CCC students, alumni, faculty and staff. Proceeds benefit the CCC Fine Arts Department. To purchase Palette to Palate 2017 tickets online, visit <https://app.etapestry.com/onlineforms/CoconinoCommunityCollegeFou/P2Ptickets.html>. For more details, please contact Marketing and Events Coordinator Brian Harris at brian.harris@coconino.edu, or call (928) 226-4312.
- **TEAL TUESDAY**: Teal Tuesday is celebrated on the first Tuesday of each month. The next one is May 2, 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!
- **NURSING PINNING CEREMONY**: CCC's Nursing Pinning Ceremony is coming up, which will honor the newest graduates of CCC's Nursing Program. The ceremony will take place on Thursday, May 11, 2017, from 5:30 to 8:30 p.m. in the CCC Lone Tree Campus Board

Room and Room 301.

- STUDENT AWARDS CEREMONY: CCC's Student Award's Ceremony is approaching and will recognize students who have reached high levels of academic achievement during this Spring semester. The ceremony will take place on Wednesday, May 10, 2017, from 5:30 to 7:30 p.m. It will be at CCC's Lone Tree Campus Commons.
- CCC COMMENCEMENT: The annual Commencement ceremony takes place at the Lone Tree Campus Commons at 1 p.m., Friday, May 12, 2017.
- 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.