

CoCoConnections

Employee newsletter

May 2017

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New Hires/Promotions

- Evan Burris**, ITS Help Desk.
- Doug King**, ITS Assistant Director of Client Services.
- Samuel Stroud**, Financial Aid Specialist.
- Van Walker**, ITS Web Developer.
- Brian Wilson**, ITS Assistant Director of Infrastructure Systems.

Dear CCC employees,

The spring semester is behind us, and many of the students we have come to know have graduated. Summer promises sunshine, warmth, recreation ... and time to start gearing up for another year. But, for now, the three-day weekends are upon us (see story below).

Welcome to the May 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 (but we take them up to the last minute, too), 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

Three of CCC's family say 'so long'

They have a combined 40 years of experience with Coconino Community College, and

they will be taking fond memories with them as they leave for new homes across the United States.

Faculty and staff gathered on May 11 to offer a warm send-off, complete with cake, to Kim Khatibi, Kevin Mullins and Ana Novak.



Ana Novak, left, Kevin Mullins, center, and Kim Khatibi are leaving the CCC family this summer.

Khatibi will be moving to Seattle, Wash., with her husband and two children. She's been at CCC a total of five years. She began as the Disability Resources Coordinator. She then served as the Transition Coordinator, and since then, she has been teaching Reading and English. While at CCC, Khatibi also served as a member of the Flagstaff Unified School District Governing Board.

Of her experience at CCC, Khatibi said, "Amazing. I get to come to work every day and make a difference for students. I'm surrounded by people who want that same thing to happen."

When asked what she would miss, Khatibi added, "I will miss the people I work with. I will miss the students."

Mullins spent 16 years at CCC, six of them full time. He served students in the Dual Enrollment program, but his primary emphasis has been on teaching – Planetary Science, Natural Disasters, and all the Geology classes. Mullins is on his way to Denver, Colo., in order to be closer to his new grandson.

Of his experiences at CCC, Mullins said, "Some of the most satisfying and pleasurable years in Flagstaff. There's a reason 'community' is in the title of community college, and this is a community."

He added, "It's been fun, and I will miss it dearly."

Novak has been at CCC 21 years, 19 of those full time. She began teaching biology part time in 1996, and she was assigned Lab Coordinator in 1998. She has been with the College for much of its 25 years, and she said she considers it wonderful she was a part of that growth. Her plans are to move to south Texas and live near the beach.

Of her impressions of CCC, Novak said, "We are moving rapidly in a new direction, and it's very exciting for CCC. I look forward to seeing where that direction takes the College."

When asked what she would miss most, Novak said, "I will miss all my peers and colleagues. I will miss teaching. I will miss the students a lot."

Taking the pulse of business and industry needs

People from local business and industry met at Coconino Community College in April to discuss current needs in the marketplace and how CCC can best provide education to meet those needs.

More than 70 people attended the Career and Technical Education Business & Industry Committee Meeting at the Lone Tree Campus Commons.

"This day is very important to the College," said CCC's CTE Dean Monica Baker. "Your input helps to shape the curriculum and programs we offer. Our industry partners are one of the key elements to the success of our students, and we look forward to hearing your input."



CCC Instructor and Flagstaff Fire Department Capt. David Manning explains the Fire Science curriculum to a group during the annual CTE Business & Industry Committee Meeting.

After enjoying lunch, the participating agencies broke into groups by discipline to begin discussions. Among the CTE disciplines represented were Emergency Medical Services; Nursing and Allied Health; Fire Science and Paramedicine; Business, Accounting, Economics and Hotel & Restaurant Management; Construction, Automotive and Welding; Administration of Justice and Forensics; Computer Information Systems; and America Sign Language.

The largest group of the day sat around the Construction, Automotive and Welding table, and CCC Instructor Ken Myers heard how the members fit into the industry. Among those present were contractors, educators, government officials, electricians, engineers and more.

CCC administration and instructors will take the input from the meeting and begin applying the recommendations to the various programs as they align with Higher Learning Commission requirements.

Students share stories at Dougherty Foundation Luncheon

Katrina Copley, a Coconino Community College student, depends on outside help so that she can afford to continue her studies in search of a nursing degree. She receives help from the Hopi Tribe, and she applied for and received a scholarship from the Dougherty Foundation.

"It helped me get through the first few months of school and study instead of focus on work," Copley said.

Copley was one of several students featured during the annual Dougherty Foundation Luncheon,

held this year at CCC's Lone Tree Campus Commons.

Several members of the Dougherty Foundation Board were in attendance as well as the Dougherty Foundation President Janita Gordon. CCC President Colleen A. Smith, PhD., made opening remarks. CCC Dougherty Scholarship recipient Stacy Camp shared her story about returning to school, and other scholarship recipients shared their stories during the luncheon with members of the Dougherty Board.

CCC Foundation Executive Director Scott Talboom offered closing remarks.

During lunch, Copley said, "I appreciate the Dougherty Foundation's help, and it really has taken a load off my shoulders so I can focus on school."

Copley said that she settled on pursuing a Nursing career because her mother is a nurse assistant, and she's been around the medical field her whole life.

"It's a good field of work," Copley said. "And who doesn't want to help people?"

According to information from the Dougherty Foundation, for more than 60 years, the organization has supported Arizona students attending two-and four-year colleges with scholarships and loans. The Dougherty Foundation was created in 1954 by MJG and Bess Dougherty, and funds are awarded every year at partner colleges and universities across the state.



CCC students Stephanie Kerley (left), Joshelle Tsinnijinnie (center), and Katrina Copley (right) give thanks during the Dougherty Foundation Luncheon at CCC in April.

Could it 'Bee'? CCC grabs the trophy at Mountain Spelling Bee

The team representing Coconino Community College was able to snatch victory from the jaws of certain doom in the 11th hour during the 21st annual Mountain Spelling Bee in April.

The team, CCC student and PTK member Amber Layne, CCC Biology Instructor Doug Friedman, and CCC's PR guy Larry Hendricks, was able to stave off the Biker Babe Nerdettes from Coast and Mountain Properties during the event held at the High Country Conference Center.

Truth be told, Friedman was the "ringer" in the group, and took the team's spelling capabilities into the territory of the professional elite.

The victory would not have been possible were it not for the racket and support provided by the Spirit Team of English Instructor Sandra Dihlmann-Lunday, Math Instructor Maxie Inigo, Academic Operations Coordinator Summer Dennis, Anthropology Instructor Lisa Duskocil, and Learning Support Program Coordinator Mitch Driebe.

The Biker Babes put up a valiant fight, and they had CCC pinched into a corner on multiple occasions. But, in the end, the correct spelling of the word "olecranon" proved to be the decisive blow.

For those of you wondering – an olecranon is that pointy part of bone at your elbow.

The trophy sits in the AOC office at the CCC Lone Tree Campus.



The team from CCC brought home the trophy this year from the 21st annual Mountain Spelling Bee.

Summer hours begin at CCC

The Executive Council team members would like to wish everyone a fun and safe summer, and to that end, our 4/10 summer work week season starts the week of May 15.

According to information from Dietrich Sauer, Executive Director of Human Resources, starting Monday, May 15, employees will need to begin working four 10-hour days, or plan to take PTO time to make up any difference in hours. Each employee desiring the regular use of PTO or an alternative work schedule should direct their request to their supervisor for consideration.

Flexible schedules must be reviewed and approved by your supervisor in accordance with Policy 444-06: <https://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/444-06.pdf>

Regular hours resume on Monday, July 31, 2017.

New faces on the CCC Faculty Senate

The results from the CCC Faculty Senate election are in.

According to information from Jennifer Jameson, CCC Faculty President, the Senators for the three vacant part-time seats (one-year terms) are: Lisa Foley, Stephen Franklin and Sarah Southwick. There were 30 part-time faculty members who voted, and all candidates received votes from more than 50 percent of those voters.

The Senators for the two vacant full-time seats (two-year terms) are: Girija Dasmahapatra and Maya Lanzetta. There were 20 full-time faculty members who voted, and both

candidates received votes from more than 50 percent of those voters.

The two returning full-time faculty Senators are: Linda Barker and David Ramos, which completes the Faculty Senate roster for the next year.

Compensation, mental health focus of DGB Round Table

The Coconino Community College District Governing Board met in early May and hosted a Round Table discussion with faculty and staff members. The topics that topped discussion were compensation and mental health.

The highlight of the evening was the presentation of a thank you note to DGB members for their efforts in making compensation more equitable and in supporting faculty efforts to help students get the education they desire. More than a dozen faculty members joined the meeting to assist in the presentation.

The focus of the Round Table was mental health and behavioral issues. The Board talked with faculty and staff to learn more about how CCC is impacted by the issue. Dean of Student Development and Community Engagement Veronica Hipolito and Executive Director of Human Resources Dietrich Sauer collaborated on a presentation that addressed the current processes for dealing with mental health issues, our community partners, and ideas that are in the works to better help our students and employees with these challenges. The presentation laid a solid foundation for the work that will be done over the next year in this area.

CCC Wellness Warrior of the Year honored

Coconino Community College employees were recognized for their devotion to health and wellness at the annual Wellness Awards Banquet, held on April 13 at the DoubleTree in Flagstaff.

Janan Scott, Purchasing Specialist II, received a Wellness Warrior of the Year honor. She was nominated for chairing the Employee Wellness Committee, for volunteering many hours in the community garden, and for bringing her enthusiasm to organizing events and communicating wellness opportunities to other employees. Please be sure to tell her "Congratulations!" when you see her.



CCC Purchasing Specialist II Janan Scott (right) receives the Wellness Warrior of the Year award from President Colleen A. Smith, PhD., during the annual banquet in April.

Also, Mitch Driebe, Learning Support Program Coordinator, and Trevor Welker, Graphic Design Specialist, Sr., were both nominated as Wellness Warriors this year.

The banquet is held each year to recognize the employees who are part of the Northern Arizona Public Employees Benefit Trust (NAPEBT). In addition to CCC, member organizations include the Flagstaff Unified School District, the Northern Arizona Intergovernmental Transportation Authority, Coconino County, City of Flagstaff and the Coconino County Accommodation School District.

For more information about NAPEBT, visit <http://www.napebt.com/>

Fiscal Year 2017 deadlines coming to a close fast

The deadlines to round out the Fiscal Year 2017 are quickly approaching.

According to Mary Talentinow, Director of Purchasing and Auxiliary Services, adhering to the deadlines will help Business and Administrative Services close out the fiscal years without hiccups.

Here is a quick reference on deadlines:

- June 1, 2017: Drop off surplus equipment for disposal to Connie
- June 8, 2017: Direct Pay/Check Requests completed to Linda
- June 8, 2017: Procurement card purchases completed to Janan or Linda (unless an employee is on travel status, which allows for the pro-card to be used for travel expenses during the business trip)
- June 19, 2017: Petty cash expenses submitted to Linda
- June 27, 2017: Tuition reimbursements submitted to Linda
- June 29, 2017: FY18 requisitions for GOODS begins to Janan
- July 12, 2017: Invoices against Purchase Orders submitted to Linda
- July 12, 2017: Travel claims submitted to Linda

Employee Assistance Program available at CCC

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 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.

Vending machines: Did you know?

Did you know that the CCC vending machine services contractor provides a commission to the College based on vending machine sales?

According to Mary Talentinow, Director of Purchasing and Auxiliary Services, the College receives more than \$17,000 each year, and about half of the amount goes to support student services and programs. The other half goes to support employee events and courses, like the annual Holiday Celebration and quarterly recognitions. If you ever feel that the cost of these vended items seems high, keep in mind that you are contributing to these worthy causes!

Budget feedback requested

In an effort to increase budget transparency, CCC piloted a new process for Fiscal Year 2018. All meetings were sent college-wide, and budget hearings were held to discuss each budget and provide opportunities for questions on budget initiatives.

CCC's Dean of Finance Siri Mullaney is requesting feedback on the process. Specifically, staff in Business and Administrative Services would like to know the following:

- What did you like about the process?
- How can the process be improved?
- Would you recommend a similar process for next year? Why?
- What other thoughts, comments, or suggestions do you have for how CCC can be inclusive and transparent in the budget-development process?

Please send your comments to Executive Vice President Jami Van Ess at Jami.VanEss@coconino.edu, Dean of Finance Siri Mullaney at Siri.Mullaney@coconino.edu, or Controller Suzanna Rodriguez at Suzanna.Rodriguez@coconino.edu.

Student Accounts and Payments has moved

The Student Account functions have been relocated to the right of Registration and Enrollment Services at the Lone Tree Campus. The move was made to better serve students.

According to information from Business and Administrative Services, students can go to the Student Account desk to make payments, pay testing fees, pay for parking permits, buy additional copies on Papercut, inquire about balances, and get information about account holds.

For payment and account activity, the Student Account desk is the preferred location to send students. For Registration activity, please continue to direct students toward the Registration and Enrollment Services desk.

Upcoming Events

- PAGE STUDENT CEREMONY: CCC-Page will be holding a Student Awards Ceremony at the Instructional Site on Thursday, May 18, 2017, beginning at 6 p.m. Students graduates will be honored, PTK inductees and scholarship recipients will be recognized, and President Colleen A. Smith, PhD., will give remarks along with other special guests.
- DGB MEETING: The Coconino Community College District Governing Board will have its regular meeting beginning at 4 p.m., Wednesday, May 24, at the Fourth Street Campus, 3000 N. Fourth St.
- MEMORIAL DAY: The Memorial Day holiday will be observed Monday, May 29, 2017. All CCC Services will be closed.
- GED CEREMONY: Students in the CCC Adult Education program will be receiving recognition for successfully completing the requirements for a GED on Thursday, June 1, 2017, beginning at 3 p.m.
- SUMMER SESSION: First day of classes for summer session is Monday, June 5, 2017.
- TEAL TUESDAY: Teal Tuesday is celebrated on the first Tuesday of each month. The next one is June 6, 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.
- ASPEN DELI HOURS: For the summer, Aspen Deli's hours will be 8 a.m. to 3 p.m., Monday through Thursday.