

## CoCoConnections

Employee newsletter

November 2016

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### Dear CCC employees,

With this November edition, *CocoConnections* is already 4 months old. Thanks go out to everybody in the CCC family who has helped this fledgling project along.

The purpose of the 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 their events and projects they are working on. The forums and committees can submit updates as well.

*CoCoConnections* aggregates a variety of stand-alone emails that get sent college-wide (and that may inadvertently get deleted) 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 hopeful maximum of 200 words per entry.

Feedback on *CoCoConnections* or *CocoNotions* is appreciated. Feel free to email Larry Hendricks, Public Relations Coordinator, at [larry.hendricks@coconino.edu](mailto:larry.hendricks@coconino.edu).

### New Hires/Promotions

**Cynthia Dorfsmith** -  
Human Resources IT Analyst

**Martha "Marty" Johnson** - Student  
Services Academic Advisor

**Jessica Lessig** - TRiO  
Student Support Services  
Project Director

### It's 'Turkey Trot' time!

Adam Gifford, part-time business and economics instructor at CCC, also heads up the Sedona Turkey Trot 5K race on Thanksgiving Day.

And he has generously donated 10 entries for the race to the CCC Wellness Program. Six entries remain, and the race may be used as part of the Wellness Program's physical activity tracker.



The race begins at 9 a.m. at Posse Grounds Park in Sedona. To claim one of the remaining entries, contact Emily Lizotte, Academic Operations Coordinator, at (928)

Gifford is the race director for the Sedona Turkey Trot 5K, and he will be featured in the November *CocoNotions* as part of a new series that focuses on CCC's varied and talented part-time faculty in Flagstaff and Page.

## Veterans Day ceremony at Camp Navajo on Nov. 11

A Veterans Day 2016 Observance will take place Friday, Nov. 11, at the Arizona Veterans' Memorial Cemetery at Camp Navajo, beginning at 11 a.m.

The ceremony will open with a prelude of Scottish bagpipes, followed by a welcome, recognition of guests and announcements by Lt. Col. Andrew Griffen, Ed.D. (ret.). After an invocation, the presentation of colors will be made by the American Legion Cordoval, Post 13, from Williams. The Pledge of Allegiance will precede a remembrance of veterans listed as POW or MIA by Rodger Ely from the American Legion, Post 42, from Grand Canyon.

The ceremony will also include a moment of silence for military serving overseas, and Billy Weldon, Military Order of the Purple Heart Region VI Commander, will make the Eric Windstorm Law Enforcement presentation. To follow will be military hymns and a Veterans Day reflection by state Rep. Bob Thorpe, R-Flagstaff. Walter Phelps of the Navajo Nation Council will offer a Navajo Nation Veterans Day message, and Arizona Department of Veterans Services Director U.S. Air Force Col. Wanda Wright (ret.) will be the special guest speaker.

The observance will close with a rifle salute by the Marine Corps League SFP De. 912, from Flagstaff; TAPS by Guy Einse, VFW Post 1709, from Flagstaff; a closing prayer; a postlude of Scottish bagpipes and a reception at the Camp Navajo Administrative Building.

Camp Navajo is about 8 miles west of Flagstaff, exit 185 off Interstate 40, at Belmont. Travel south onto Camp Navajo, take the first right on Veterans Drive, and the cemetery entrance is 1.7 miles down the road.

For more information, call (928) 214-3475, or (928) 214-3474.

## Employee Assistance Program presentations coming

Staff from Jorgensen Brooks Group will be at CCC to make presentations on the services available through the Employee Assistance Program. Please plan to attend one of these sessions. An email with more information and a location will be sent out to employees soon. The presentations will be held on Dec. 13. One presentation will be provided to Staff Forum at their regularly scheduled meeting from 2-3 p.m., and a second presentation, open to all employees, will be held from 11 a.m.-noon.

According to information from the Jorgensen Brooks Group Employee Assistance Programs, CCC employees have access to monthly online webinars. The themes change

monthly. Upcoming themes include: "Why Weight? Look beyond your scale," in January; "Beyond Date Night: Creating ways to connect," in February; "Light's Out: Getting your zzz's," in March; "Home Sweet Home: To buy or not to buy," in April; "Dealing with Depression: Is it more than just the blues?" in May, and more.

Go to [www.jorgensenbrooks.com](http://www.jorgensenbrooks.com), and locate "JBG Personal Care" on the left hand side and click it. Follow the instructions on the right hand side to visit your JBG Personal Care Services. Find "Online Seminars," and click on the plus (+). Select the webinar you would like to attend. Assistance may also be found at 1-888-520-5400.

There is also an archived database for you to view any webinar within the last three years.

## CCC LTC bulletin board posting

Looking to post an item for display on the bulletin boards at the Lone Tree Campus?

Terry Talbott-McCall, Administrative Assistant Sr., offers the following guidelines:

- Items to be displayed on campus bulletin boards are submitted to the reception desk in Student Services.
- Submit fliers (8.5" by 11") at least one week before you need them displayed.
- Fliers will be left up for two to three weeks or until the advertised date of the event.

Questions? Please contact Student Services reception at [reception@coconino.edu](mailto:reception@coconino.edu), or (928) 226-4323.

## 'Mirror, Mirror on the Wall'

The Beta Gamma Chi chapter of the Phi Theta Kappa Honors Society will host their Honors in Action Project: "Mirror, Mirror on the Wall."

The event will be Thursday, Nov. 17, 6 to 8 p.m., at the CCC Lone Tree Campus Commons. Food will be served.

According to PTK faculty advisor Maxie Inigo, the event will focus on the media's effect on image and how that negatively impacts the lives of people in a variety of ways.

## Performance evaluations training schedule continues

The following is the final Performance Evaluations Training Schedule for Coconino Community College:

- Nov. 18 - APS room 537: 9-10 a.m. for employees; 1-2 p.m. for supervisors

For more information about the training schedule, contact Rosa Mendoza-Logan, Human Resources Coordinator at [Rosa.MendozaLogan@coconino.edu](mailto:Rosa.MendozaLogan@coconino.edu), or extension 4350.

## Upcoming Events

- VETERANS DAY: All CCC locations will be closed in observance of Veterans Day, Nov. 11.
- FRY BREAD SALE: There will be a Native Club Fry Bread Sale on Tuesday, Nov. 15, 11:30 a.m. to 1 p.m., in the Lone Tree Campus Sculpture Garden. All proceeds to benefit the Native Club.
- BOOK SIGNING: Join author Ned Wolf at the CCC Bookstore at the Lone Tree Campus for a book signing on Wednesday, Nov. 16, 1-3 p.m. Wolf's current book, "Nandia's Cooper," is a mix of sci-fi and fantasy. During his visit, Wolf will be talking about his book series, writing and to play some music.
- PAYROLL FORUM: All employees are welcome at a Payroll and Compliance Forum, Thursday, Nov. 17, 10 to 11 a.m., in the APS room on the Lone Tree Campus. Get your questions answered on anything payroll related such as: overtime payments, calculating hours worked, housing of payroll forms, self-service information, compliance information, the impact of the Affordable Care Act and much more.
- TRANSFER FAIR: The CCC Transfer Fair kicks off Thursday, Nov. 17, 11:30 a.m. to 1:30 p.m., in the Lone Tree Campus Commons. The event focuses on helping students connect with four-year colleges and universities.
- NEW STUDENTS: A new student Orientation Day takes place, Friday, Nov. 18, 1 to 3 p.m., at the Lone Tree Campus. There will be new student orientation, advising and enrollment sessions, and morning testing placement available.
- THANKSGIVING HOLIDAY: All CCC locations will be closed on Thursday, Nov. 24 and Friday, Nov. 25 in observance of the Thanksgiving Day holiday.
- TEAL TUESDAY: Teal Tuesday is celebrated on the first Tuesday of each month. The next one is Dec. 6. 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!
- HOLIDAY CELEBRATION: This year's Holiday celebration will be held at the Double Tree on Saturday, Dec. 10, from 5 to 11 p.m.
- WINTER BREAK: Winter break will be Dec. 22 to Jan. 2. College reopens on Tuesday, Jan. 3, 2017.
- MLK HOLIDAY: The Martin Luther King Jr. holiday is Monday, Jan. 16, 2017. The college will be closed.
- SPRING SEMESTER: Instruction begins Tuesday, Jan. 17, 2017.