

# Coconino Community College

## CoCoConnections

Employee newsletter

August 2017

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### Dear CCC employees,

The start of another fall semester at Coconino Community College is fast approaching.

We are less than two weeks away, and the last breaths of the monsoon season will soon make way for the crisp air of fall.

Welcome to the August 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 sent college-wide into one readable 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](mailto:larry.hendricks@coconino.edu).

*The CoCoConnections Team*

### New Hires/Promotions

Andy Allen - Arts and Sciences Faculty

Bernadette Krchnavy - Student Accounts Manager

## Become a CCC Navigator!

CCC is currently looking for employees who are interested in sharing the College's story and helping students navigate their educational adventures.

Becoming a CCC Navigator involves different responsibilities based around making students feel at home at the College.

Responsibilities of a CCC Navigator include representing the College at college events, assisting with campus tours at the Lone Tree, Fourth Street, and Page campuses, and

promoting the CCC to prospective students.

All events are on a volunteer basis and interested employees can sign up for opportunities to represent the College as schedules allow. Be sure to check in with your supervisor before signing up for events during work hours.

CCC Navigators will be provided with an information tool kit that includes frequently asked questions, tour training and fun facts about CCC.

To sign up to be a CCC Navigator, please email Amanda Gonzalez at [amanda.gonzalez@coconino.edu](mailto:amanda.gonzalez@coconino.edu), or stop by the Lone Tree Campus Welcome Center and sign up in person.

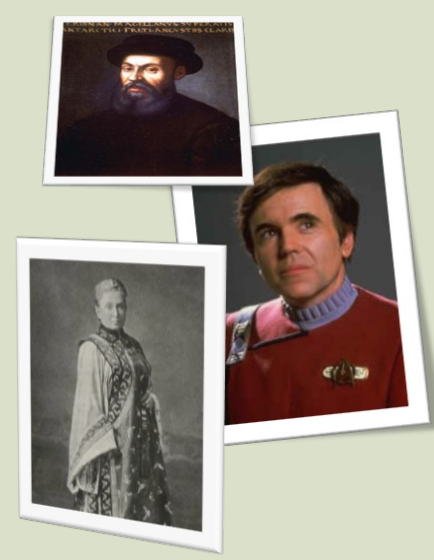
Scheduled CCC Navigator trainings are as follows:

- Aug. 22 from 8:30 to 9:30 a.m.
- Aug. 23 from 3 to 4 p.m.
- Aug. 24 from 10 to 11 a.m.
- Aug. 25 from 9 to 10 a.m.

The first opportunity to give back to students as a CCC Navigator comes during Welcome Week. On Aug. 28 and 29, the College is in need of Navigators to help welcome students and show them the way to their classes.

Feel free to email Veronica Hipolito with any questions regarding becoming a CCC Navigator.

Thank you in advance to all who choose to step up to the plate as a CCC Navigator.



Ferdinand Magellan, Isabelle Bird, and Pavel Chekov were all famous navigators in their time, whether fictional or not.

## CCC Foundation Annual Meeting to feature brand new Veteran Center

The CCC Foundation's Annual Meeting, Alumni and Awards Breakfast is just under a month away and will be taking place on Friday, Sept. 8, from 7:30-9 a.m.

Just after the breakfast takes place, there will be a ribbon-cutting ceremony for the newly remodeled Veteran Center at CCC's Lone Tree Campus.

"The Annual Meeting is a time for us to report to the community, but it's also a time to honor our outstanding students who have received scholarships," said Scott Talboom, CCC's Executive Director of Institutional Advancement. "We also honor our alumni who are giving back to our community."

The breakfast features stories of student success made possible through scholarships from the CCC Foundation and gives supporters a look at the Foundation's performance over the last year.

During breakfast, Coconino County Supervisor Lena Fowler will be given the CCC Distinguished Service Award for 2017. This award recognizes outstanding service, leadership, and support to the College and to the educational enrichment of Coconino County.

After the breakfast, CCC and local dignitaries will participate in a ribbon-cutting ceremony for the newly remodeled Veteran Center at the Lone Tree Campus. With the help of a grant from *Support Education and Employment for Vets (SEE4Vets)*, CCC staff members were able to make a safe, comfortable and inviting place for veterans to congregate while on campus. Thanks also go to the Home Depot Foundation, SounDecision, Herron Interior Design, Inc., Classic Leather, Inc., and the CCC Facilities Staff for making the remodel of the Veteran Center possible.

Tickets are being sold for the Annual Meeting, Alumni and Awards Breakfast for \$40 for individuals and \$70 for couples. Table sponsorships are also available for \$250. The tables seat six people.

For more information, contact Brian Harris at 928-226-4312 or [brian.harris@coconino.edu](mailto:brian.harris@coconino.edu). To purchase tickets, please visit <https://app.etapestry.com/onlineforms/CoconinoCommunityCollegeFou/AnnualMtg-17.html>

## Vaccinations something to consider as summer passes

They say, "Time flies when you're having fun!"

Even the relaxation and activity-filled few months of summertime don't stand a chance against the power of that famous phrase.

With fall on its way into our lives, it is important to begin thinking about the health risks that come with changing seasons. Fall time is vaccination season and making sure the body is prepared for the sick season can prevent tons of stress during a bustling time of the year.

Some common adult vaccines, in addition to flu shots, to consider being administered in the fall are:

- Tetanus Booster: Recommended every ten years and protects against whooping cough.
- Shingles: Recommended as a one-time vaccination for adults over 50.
- Pneumonia: Recommended for healthy adults over 65.

As the end of summer draws closer, please consider getting vaccinated or revaccinated. If you have any questions about vaccinations for you, please consult your physician.

Everyone have a safe rest of the summer and remember to take care of yourselves!

## Expanded payment options at Fourth Street Innovation Center

Coconino Community College is excited to announce that payment options have now

been expanded at the Fourth Street Innovation Center.

All forms of payment are now being accepted at Fourth Street. This includes cash, check, debit, or credit.

To avoid a third-party convenience fee, students are encouraged to pay using cash, check, or debit.



## Corner Page: News from the Page Instructional Site



Two new one-credit courses in Page will provide students will skills for lifelong sport and fitness.

New CCC employee, Kay Leum, Director of Special Projects and Grants, has taught physical activity courses for more than 15 years. She will teach Beginning Tennis and Cardio-Fitness during the Fall and Spring terms.

"I am very excited to be in a place where I can even think about being on the tennis court in November. That wasn't an option outdoors in Wyoming," Leum said.

Student traffic and course enrollments are increasing on a daily basis. Student interest in the GED program has grown.

Jim Hunter, Director of the Page Instructional Site, stated, "The percentage of students moving from the program to CCC courses is on the rise." GED program instructor Nancy Crosby is doing a fabulous job with outreach to the Navajo Nation and general organization.

Hunter is busy presenting to Page businesses and employees about the benefit and value of courses whose content will enhance earning power. We are continuing the "Employer Hotline" where an email is sent to designated business owners and managers who have agreed to send the email on to staff members. The emails are sent regularly with topics highlighting opportunities at the Page site.

The Higher Education Center Consortium project is proceeding with initial meetings with each one of the educational partners. Leum has traveled to Chinle (Navajo Technical University), Tsaile (Diné College) and has met with the NAU representative in Flagstaff.

## CCC's HR Department shares its expertise

Last week, CCC's Human Resources Department, consisting of Dietrich Sauer, Cindy Dorfsmith, and Rosa Mendoza-Logan, paid a visit to the Literacy Center here in Flagstaff.

"The Literacy Center has a relatively new Executive Director, Diana Sanchez, who I connected with regarding ways CCC could lend a hand," said Sauer, CCC's Executive Director of Human Resources.

Sauer and Sanchez decided to conduct a Human Resources audit of the Literacy Center's practices in HR.

Sauer made sure that the Literacy Center's HR Department implemented new Sick Leave rules and did an oversight of their hiring process and employee handbook for full compliance.

The Literacy Center was in luck because they had just implemented a new data base system.

"Cindy is a data-base genius, so she helped build reports and clean things up for them too," Sauer said. "The HR team hopes to continue to do volunteer work in the community."

While the team was away, Janelle Indian kept the CCC HR department running. Many thanks, Janelle!



## CCC's newest hires

CCC has successfully filled many positions around campus that will allow the College to continue to move forward.

Our existing staff and faculty have worked very hard and have been essential in selecting candidates who will forward the goals of CCC. Here are the newest hires at CCC:

**Andy Allen - Arts and Sciences Faculty:** Andy Allen has lived in Flagstaff for almost 20 years and received a B.S. with honors in Biology, a M.S. with Distinction in Chemistry maintaining a 4.0 GPA. He has completed all his coursework required for a Doctorate of Biology at NAU. While working in the anti-microbial drug design laboratories at NAU, he developed a novel purification system for enzymes associated with tryptophan production in bacterial biosynthetic pathways resulting in a shared provisional patent. While completing his master's degree, Andy received the Outstanding Graduate Chemistry Student Award and was nominated for Outstanding Chemistry Teaching Assistant. Andy has been adjunct faculty at CCC for more than years, teaching both chemistry and developmental mathematics. After several nominations, Andy received the adjunct Teacher of the Year Award for 2016-17. He also

received the 90-plus hours of teaching service award from CCC. Andy is an outdoor enthusiast who enjoys climbing, biking, hiking and skiing. When not outside, Andy plays guitar in a blues dance band in Flagstaff.

**Bernadette Krchnavy - Student Accounts Manager:** Bernadette Krchnavy was born and raised in New Jersey. She completed her Associate Degree in Liberal Arts at Raritan Valley Community College. After getting married, she and her husband moved to Pennsylvania. She continued taking classes in accounting and business while working in the banking industry. Her career led her into the corporate world, where she was employed by B. Braun Medical for 11 years and Olympus America for three years as a Sales Support Analyst. In 2009, Bernadette and her family moved to Buckeye, Arizona. She worked for Agua Fria Union High School District for five years and then Cardinal Health as a Strategic Pricing Analyst. Bernadette has been married for 25 years, has two children and three dogs. She currently lives in Sedona with her family.

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## One of CCC's finest leaving the nest

Adam Williams, CCC's Instructional Technology Specialist, will be taking an opportunity with Instructure, maker of Canvas and other instructional technology.

In his new role as Community Specialist with Instructure, he will be continuing the work of helping people get answers, connect with one another and share ideas for improvement within the space of education technology. Adam is thrilled to be able to continue his passion in Flagstaff, so you will still see him around our tight-knit community.

He would like to extend his deepest gratitude for the people that make up Coconino Community College. Only five years ago, he was studying in an associate program here at the College after becoming a dad for the first time. He said he never thought he would be blessed with the type of career opportunities he has been presented since joining the CCC family.

He is very thankful for our neighborhood college.

CCC extends a massive thank you to Adam Williams for his outstanding service to the College.

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## Plastic bins at work stations for recycling

One of the core values at Coconino Community College is sustainability, and a key component of that is desk-side recycling.

As we get ready for the start of fall semester, it is a good time to remind everyone that the plastic bin located at each person's desk is for recycle materials only. The only items that are acceptable to be placed in the desk side bins are aluminum, tin, plastic, cardboard, mixed paper, newspapers, and magazines. All other items will need to be taken to centralized areas. There will be both waste and recycle containers located in all break rooms, the Commons and in the hallways by the restrooms. During the first week of September, our custodial company will be removing the plastic bags from the desk-

side bins. As the bins hold only recycled material, there is no need for a plastic liner.

In an effort to grow our culture of sustainability at CCC, we have also established a recycling assessment team that will continue to help document, analyze and publicize recycling efforts. They will also help us adapt and expand successful practices on an ongoing basis.

Thank you for working toward meeting one of the core values that make CCC a great place to work while minimizing our impact on the environment.

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## A note from Security: Active shooter safety

The Coconino Community College Security Department would like to remind all employees of the steps to take if an active shooter event were to occur on campus.

Remember, there are three keys to your survival: Run, Hide or Fight:

### **RUN**

- If possible, exit quickly and quietly
- Keep hands raised and fingers spread apart
- Leave belongings behind
- Continue moving from the danger area

### **HIDE**

- Hide out of the shooter's view
- Barricade entry/windows
- Silence cellphones
- Make an action plan
- Lock doors
- Turn off lights
- Spread out
- Only one person should call 911

### **FIGHT**

- When your life is in imminent danger and have no other option
- Incapacitate the shooter by any means
- Act with extreme physical aggression, and throw items at the active shooter

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## Banner security changes

Information Technology Services, in conjunction with Registration and Enrollment services, have transitioned all Banner users that use the Student module to a new security model.

This process involves ITS removing users from the old security model, which will be taking place this week.

This should be a seamless step, but if any users notice that they have lost access to a

Student screen/form they used to have access to in Banner, please notify Nancy Smith so the issue can be remedied. Nancy's extension is 4343.

Although we do not anticipate any user to lose access to anything in Banner, ITS asks all employees to be aware of this situation going forward.

## Upcoming Events

- **IN-SERVICE DAY:** CCC employees will be having In-Service Day Friday, Aug. 18, 8 a.m. to 1 p.m., at the Lone Tree Campus. Guest speaker will be Julie Lancaster of Lancaster Consulting. Emphasis will be on exemplary customer service. In the afternoon, departments will break into meetings. Funds are available for part-time faculty to attend the morning session. Contact [Sarah.Southwick@coconino.edu](mailto:Sarah.Southwick@coconino.edu) if interested.
- **DGB MEETING:** Monday, Aug. 21, beginning at 4 p.m., at the Lone Tree Campus. Regular meeting of the CCC District Governing Board. (Note: This time has changed from its regular Wednesday position. The location has changed as well.)
- **CONVOCATION:** CCC is holding an orientation for CCC's part-time employees and faculty. This will take place on Tuesday, Aug. 22, 4:45 to 7:30 p.m., in CCC's Lone Tree Campus Hospitality Kitchen, all meeting rooms, and rooms 110, 460, 507, 509, and 528. Food will be provided.
- **FACULTY SENATE:** Tuesday, Aug. 22, 4 to 5 p.m., at the Lone Tree Campus. This will be the Faculty Senate's first organizational meeting for the 2017-18 term. It will be a short meeting to select officers and committee representatives, but all are welcome to attend.
- **SEMESTER BEGINS:** Monday, Aug. 28, instruction at all CCC campuses begins.
- **RESOURCE FAIR:** CCC's Resource Fair will be taking place to welcome students and make them aware of the resources the College has to offer. It will take place in the Lone Tree Campus Commons Thursday, Aug. 31, from 11 a.m. to 2 p.m. Food will be provided to students who attend.
- **FAIR VOLUNTEERS:** Marketing & Events Coordinator Brian Harris is looking for help to staff the CCC booth at the Coconino County Fair during the Labor Day weekend, Sept. 1-4. He will be sending a link soon for people interested in volunteering. Contact Brian at [Brian.Harris@coconino.edu](mailto:Brian.Harris@coconino.edu), or call ext. 3212.
- **LABOR DAY:** Monday, Sept. 4. All CCC campuses will be closed for the Labor Day holiday.
- **TEAL TUESDAY:** Teal Tuesday is celebrated in the first Tuesday of each month. The next one is Tuesday, Sept. 5, 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.
- **UNDERSTANDING YOUR PAY:** Thursday, Sept. 7, 10 to 11 a.m., in the APS Room at the Lone Tree Campus. This information session is geared toward employees who are new to the workforce and want to understand what is deducted from their paychecks.
- **FOUNDATION ANNUAL MEETING:** Friday, Sept. 8, 7:30 to 9:30 a.m., at the Lone Tree Campus. The Coconino Community College Foundation will host it's Annual Meeting, Alumni and Awards Breakfast. Following the breakfast, there will be a dedication of the remodeled Veteran Center at the Lone Tree Campus.
- **STUDENT DEVELOPMENT LAUNCH PARTY:** CCC will be highlighting the various resources for student advancement it has to offer. This involves



acquainting students with tutors, the TRiO program, and academic advisors. This will take place on Wednesday, Sept. 13, 11:30 a.m. to 1:30 p.m., in the Lone Tree Student Lounge. Food will be provided.