

Coconino Community College

CoCoConnections

Employee newsletter

October 2017

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Dear CCC employees,

The leaves have turned and have begun falling off the branches. The smell of wood smoke fills the morning air, and fall has definitely arrived. The days are getting shorter as students, faculty and staff gear up for mid-term.

Welcome to the October 2017 edition of *CoCoConnections*. The purpose of this newsletter is to fill a gap not covered by *CocoNotions*, which handles stories of student success, 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.

The CoCoConnections Team

New Hires/Promotions

David Summer - Instructional Technology Technician II
Glen Bohl - Enrollment Services Representative

Safe Colleges Training 2017-2018



Hello everyone! Welcome to the 2017-2018 Academic year! HR is going to start your year off the best way possible (no, we are not handing out cash). However, we can say that the mandatory training for all employees has been reduced from seven topics to three (Title IX, Ethics and FERPA). The deadline to complete your training is this December.

We have also increased our completion motivation system to help ensure everyone does their modules on time.

All employees who completed Safe Colleges last year: You now have the green light to go into Safe Colleges and complete your three training programs.

All new employees: You are required to take the full package of seven courses, and HR, if we have not already, will send you the details on the program shortly.

Staff that work in departments with specific requirements (Maintenance, Security and Human Resources): when you log-in, your additional programs will be on your to-do list.

Reminders: The three courses for this year apply to student workers, and Dual Enrollment instructors must take Title IX only.

In case you didn't write it down, your login is your "@" ID number with the "@" symbol. The training site link can be found on the HR homepage at: <https://coconino-az.safecolleges.com>

If you have any troubles, please contact the HR team, and they will be happy to help.

Stakes pounded on new CCC parcourse



Facilities Maintenance Technician Stewart Calvin pounds in a stake outlining the new parcourse.

The path is clear, and the stakes have been pounded into the earth.

Coconino Community College's new parcourse is now underway. The course will include a 1-mile trail around portions of the Lone Tree campus. People can walk it or run it, and the 18 parcourse stations will make for one of the best free workouts in northern Arizona.

Dietrich Sauer, head of Human Resources, said, "We are looking for volunteers, sponsors and just awesome ideas to make this a true destination for CCC students, employees, family members, local organizations, school field trips and more. CCC employee dreams really do come to life."

Congrats, Kate Kozak, new president elect of AMATYC!

Coconino Community College Mathematics Instructor Kate Kozak has been elected president-elect of the American Mathematical Association of Two-Year Colleges (AMATYC).

The organization's mission is to provide professional development and advocacy for mathematics in the first two years of the college experience. AMATYC has more than 40 affiliates in the United States and Canada.



CCC Mathematics Instructor Kate Kozak is the president-elect for the national American Mathematical Association of Two-Year Colleges.

"It means I get to be involved in what's happening nationwide," Kozak said. "This is an incredible honor."

Kozak is currently the Vice President of the Southwest Region for AMATYC, which covers Arizona, Texas, New Mexico, Oklahoma and Arkansas. She begins her term as president-elect on Jan. 1, 2018. She will be president-elect for two years before assuming the presidency on Jan. 1, 2020.

Kozak, who has been a mathematics instructor at CCC since 1992 (the College's first summer), also sits on the Flagstaff Unified School District Governing Board.

Thank You: CCC Career & Tech Round-Up 2017

Dear CCC students, faculty, staff, alumni, friends, volunteers and attendees,

Thank you all for helping to make the CCC Career & Tech Round-Up 2017 a worthwhile endeavor.

Without your support this community event would not have been possible, and for that we are truly grateful. For photos of the event, visit the link below.

[CCC Career & Tech Round-Up 2017 Pics](#)



Lone Tree Employee Mail Box Changes



To All,

To better serve the needs of our employees the mail room has reorganized the Mailroom mail boxes. New ones have been added and old ones have been removed.

Please look carefully before pulling your mail so you don't grab someone else's mail.

Corner Page: News from the Page Instructional Site



Spring 2018 Schedule

The Spring 2018 course offerings in Page are coming together. We are planning for close to 15 live courses and nearly 15 offered via ITV.

A couple exciting offerings for Spring, which will also be marketed as a part of the Higher Education Consortium Project, are BIO 181 and CHM 130. Aaron Tabor and Andy Allen are teaming up with an innovative spirit and will teach the courses in a hybrid format; traveling to Page on alternating Friday's to teach lab and have face to face time with the students, while other content is taught online. We are also working on CIS 120 to be taught in a similar format.

Kay Leum will offer Beginning Tennis and Cardio Fitness to students in the Spring term.

Jim Hunter has been busy this week at Page High School registering dual enrollment students. After a couple of down years, Page High School is projected to gain dual enrollment students, approaching a number between 200 and 250. We are also updating our survey of college tuition, fee and cost of living numbers for the 30 most popularly attended colleges in the group of states that includes Arizona, Utah, New Mexico and Colorado. This is a useful recruitment tool for all of our visits, but especially so when we attend parent/teacher conferences. (PHS has theirs on 10/12.) At these events there are inevitably some interesting family discussions about money and the possibilities afforded them by their local Community College.

The partners of the Higher Education Consortium Project met all together for the first time on September 27. Dudley Gardner and Kay Leum attended the gathering, held in Page. We decided on a proposed name, and mission and vision statements, as well as began identifying academic programs where a partnership would be helpful to northern Arizona. The partners will be together again on Monday, October 23 at Northern Arizona University and will be joined by representatives from registration, enrollment, financial aid, finance, and academics and curriculum from each of the four schools.

The numbers from the recent economic impact study showing the impact of the closure of the Navajo Generating Station at \$51 million on the City of Page are troubling but create an opportunity for discussion and exploration. Representatives from the City of Page, SRP, the hospital, the school district and CCC (represented by Kay Leum) are meeting to help mitigate the impact. A housing study, and subsequent plan, a downtown revitalization effort, more immediate and temporary housing for contract workers, and other economic development efforts are on the agenda. It is a thoughtful and targeted approach at this point and educational offerings will be an important component.

Finally, we are busy getting the word out about the CCC Community Forum in Page on Monday, Oct. 30, from 3-5 p.m.

CCC Employee Giving Luncheon



Celebrate with fellow employees who support students and programs at Coconino Community College through the CCC Foundation's Giving Program.

When

Tuesday, October 31, 2017 from 12:00 PM to 1:30 PM MST

[Add to Calendar](#)

Where

CCC Lone Tree Campus Board Room

2800 S. Lone Tree Road

Flagstaff, AZ 86005

[Driving Directions](#)

Your donations to the CCC Foundation support student achievements. Please join us for a lunch catered by Someburros on Tuesday, October 31, from noon to 1:30 pm. Find out how your donations have had an impact on programs and supported scholarships at the College.

Guest speakers will address the group to share their gratitude. Do not miss the drawing

of gifts donated by businesses throughout northern Arizona. We understand that not all donors will be available to attend. You do not need to be present for the drawing to be selected for a gift. Also, you can let us know if you would like a take-out lunch box ready for pick-up following the event.

Please use the RSVP button below to let us know if you are able to join us for the luncheon. We will need a final count for the caterer by Monday, October 30.

Get more information

RSVP Now!

I can't make it

Please feel free to contact us if you have any questions about the event or how to RSVP.

Sincerely,

Rachel Edelstein
Coconino Community College
foundation@coconino.edu
(928) 226-4384

CCC volunteers invited to crew a hot air balloon and staff the CCC booth at the Page Balloon Regatta & Vendor Street Fair 2017



CCC sponsored hot air balloon, "Moonshine" (left), and "Mountain Breeze" (right) make a safe landing in Page.

Page/Lake Powell Hot Air Balloon Regatta 2017 Thurs., Nov. 2; Fri., Nov. 3; Sat., Nov. 4 & Sun., Nov. 5

Calling all CCC faculty, staff, students, alumni and friends,
It's time once again to let your CCC school spirit soar!

Volunteer hot air balloon crew members, and Page Regatta Street Fair CCC booth staffers are invited to help represent CCC at the Page Hot Air Balloon Regatta 2017,

Thurs., Nov. 2 - Sun., Nov., 5, 2017.

Everyone is invited to volunteer, and to sign-up for crewing a hot air balloon sponsored in part by Coconino Community College; and/or for staffing the CCC booth at the Page Regatta Street Fair.

Special Notes:

CCC's sponsored balloon, Moonshine is scheduled to launch from the John C. Page Park located on the southwest corner of South Lake Powell Blvd. and South Navajo Drive.

All hot air balloons are scheduled to launch each morning at 7:00 a.m.

All launching locations and times are approximations and subject to change.

All hot air balloon flights are weather permitting.

Schedule of Events

SPONSORSHIP CHECK-IN & EDUCATION DAY AT PAGE SCHOOLS

Thurs., Nov. 2, 2017

Schedule TBD

MEDIA FLIGHT DAY

Fri., Nov. 3, 2017

6:30 a.m. | Briefing at the Lake Powell National Golf Course

7:00 a.m. | Crew a balloon - Moonshine, the CCC Sponsorship balloon launches from the John C. Page Park

11 a.m. to 10 p.m. | Staff the CCC booth at the Page Regatta Street Fair in the Elm Street Mall parking lot.

There will be vendor booths, food, a beer garden, live music, games and rides!

CCC SPONSORSHIP DAY

Two Lucky CCC Crew Members Go Up, Up & Away!

Sat., Nov. 4, 2017

6:30 a.m. | Briefing at the Lake Powell National Golf Course

7:00 a.m. | Crew a balloon - Moonshine, the CCC Sponsorship balloon launches from the John C. Page Park

11:00 a.m. to 10:00 p.m. | Staff the CCC booth at the Page Regatta Street Fair in the Elm Street Mall parking lot

There will be vendor booths, food, a beer garden, live music, games and rides!

6:30 to 8:00 p.m. | Hot Air Balloon Glow on South Lake Powell Blvd. from Vista Ave. to South Navajo Street (no RSVP needed)

CREW APPRECIATION DAY

Sun., Nov. 5, 2017

6:30 a.m. | Briefing at the Lake Powell National Golf Course

7:00 a.m. | Crew a balloon - Moonshine, the CCC Sponsorship balloon launches from the John C. Page Park

Click the links below to reserve your days and times.

[Hot Air Balloon Regatta Crew Sign-Up](#)

[Page Regatta Vendor Street Fair CCC Booth Staff Sign-Up](#)

For more details about the Page/Lake Powell Hot Air Balloon Regatta, and other events/things to do in Page please contact:

Hot Air Balloon Regatta Coordinator

Deedee Sadler

(928) 691-0899 Cell

deedesadler@gmail.com Email

Moonshine Pilots

Don & Robyn Stockley

(801) 209-8700 & (801) 913-1778 Cell(s)

stockley10@comcast.net Email

Or visit: www.pageregatta.com

For details about staffing the CCC booth at the Page Regatta Street Fair please contact:

Page Site Director

Jim Hunter

(928) 645-6681 Office

jim.hunter@coconino.edu Email

Student Services Coordinator

Lena Judy

(928) 645-6691 Office

lena.judy@coconino.edu Email

For details about crewing a hot air balloon please contact:

Marketing &

Events Coordinator

Brian Harris

(928) 853-8538 Cell

(928) 226-4312 Office

brian.harris@coconino.edu

CCC Clery report released

The annual Clery Report for Coconino Community College has been released.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, first passed in 1990, is a federal law that requires all colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

The report may be found on the website at https://www.coconino.edu/resources/files/pdfs/security/Crime-Report/Crime_report_2016.pdf

Arizona Community Foundation of Flagstaff Grant

On Monday, Sept. 25, the CCC Nursing and Allied Health program received grant funding totaling \$168,000 through the Arizona Community Foundation of Flagstaff (ACFF) at the 20th Annual Grants Presentation held at the High Country Conference Center.

Contributors to this year's award include the Northern Arizona Healthcare Foundation, Capstone Health Fund, the Molly and Joseph Herman Foundation, the McClanahan Family Unrestricted Fund and the ACFF Healthcare Fund. The grant was part of a competitive process and it will be used for general operating expenses related to personnel for the Nursing program. Along with funding from the Carl D. Perkins Vocational and Technical Education Act, the ACFF grant will also allow the Allied Health program to purchase an additional Trauma Hal simulation mannequin.

First responders who receive training at CCC have greatly benefitted from the use of simulations mannequins in their classes which allow them to practice complex emergency scenarios. Students have expressed an increased level of confidence when testing after having had the opportunity to practice with Trauma Hal and "Little Johnny," the juvenile sim mannequin.

CCC is very grateful to the Arizona Community Foundation of Flagstaff and its collaborators for continued support for programs that train healthcare professional in northern Arizona.

CTE College and Career Readiness Tour

Everyone is invited to join the CTE College and Career Readiness Tour!

DRAFT AGENDA

8 a.m. - 4:30 p.m. Thursday, Oct. 26, 2017.

Tour begins and ends at the
CCC Fourth Street Innovation Center
3000 N. Fourth Street, Flagstaff, AZ

Participants will enjoy student led tours of premier CTE programs at Coconino High School.

Lunch will be prepared and served by the Culinary Arts students in the Panther Den
Q&A with students during lunch.

After lunch, load bus for Flagstaff High School.

Participants will then enjoy student led tours showcasing premier CTE programs at



Flagstaff High School.

Q&A with students throughout the program tours.

Afterwards, load bus for the CAVIAT Central Campus Program at NAU.

Tour CAVIAT's premier BioScience program.

Q&A with the Central Program students.

4 p.m. - Return to the CCC Fourth Street Innovation Center.

Optional tour of the CAVIAT Central Programs.

Whether you plan to attend ALL or PART of the tour, please RSVP to:

Nick Siskonen

Americorps VISTA CAVIAT School District

nsiskonen@caviat.org

(928) 985-0199

Or visit www.ctetour.eventbrite.com

LGBT History Month

Oct. 16, 4-5:30 p.m., in honor of LGBT History month, Dr. Lore M. Dickey will present on trans issues. Dr. Dickey is a Counseling Psychologist who attended the University of North Dakota where he graduated in 2011. He completed his pre-doctoral internship year at Duke University.

Following graduation, Dr. Dickey completed a 10-month post-doctoral health policy fellowship at the Morehouse School of Medicine in the Satcher Health Leadership Institute. Currently he serves as an Assistant Professor and Doctoral Training Director in the Department of Educational Psychology at NAU.

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 make our way through the Fall semester, it is a good time to remind everyone that the plastic bin located at each person's desk is for recyclable 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.

Travelling for CCC

The State of Arizona has updated the Lodging and Meal per diem rates, as of 10/1/17. This document has been uploaded to the Intranet -> Business & Admin -> Purchasing -> Lodging & Meal rates. Please be sure to check these rates before travelling.

"How do I get there?" is a common question posed by employees travelling on CCC business. The College allows two methods of transportation - mileage reimbursement or car rental + gas. Mileage is reimbursed at a rate of .445 cents per mile. CCC has an agreement with Budget rentals of Flagstaff to provide rentals of compact vehicles for \$35.99/day. When deciding what method to use, we ask travelers and budget managers to consider cost. For instance, a one-day trip to Phoenix utilizing the rental + gas method would cost approximately \$90. Mileage reimbursement for a trip to Phoenix and back would total approximately \$128. Utilizing the most cost-effective mode of transportation helps CCC uphold one of our core values - sustainability (of the financial variety).

The Business office will be facilitating travel training in the month of October - be on the lookout for an email detailing dates. In the meantime, please check out the "Quick travel guide" located on the Purchasing page of the Intranet, drafted to answer commonly asked travel-related questions!

The dates for Travel Training include:

Mon., Oct 16, 10 a.m. - 11 a.m. in the Lone Tree Board Room

Fri., Oct. 20, 10 a.m. -11 a.m. in the Lone Tree Board Room

A note from Security: In the event of a medical emergency

The Coconino Community College Security Department would like to remind all employees of medical emergency procedures.

Medical Emergencies: In the event of a serious medical situation, here are the steps that CCC security recommends you take:

- Call 911 and Security (from an office the Security number is 9-911). Provide the following information to a 911 operator: Your name and phone number, campus and room number, nature and severity of injury or illness, location of injured or ill person, age of injured or ill person, gender of injured or ill person, their current condition, and any known medical history.
- Remain with the victim until help arrives in the form of the authorities.
- DO NOT move the victim unless they are in immediate danger of further injury.

It is important to know what to do in an emergency situation on campus before something happens. This will allow you to think quickly, be knowledgeable, and provide leadership in the case of an emergency at CCC.

On behalf of the CCC Security staff, thank you all for reading and refreshing the mind on what to do in a dire situation.

We're over IT: Persistent Threat - Please Be Aware

CCC is currently under a persistent threat involving social engineering phone calls and phishing emails. They have so far presented themselves as consultants for both IT and business processes, under dozens of different company names. The phone calls often ask who is the best person to contact for the 'service' they are pedaling, followed by an email. They are also sending emails in directly and the phishing emails contain links to various networks, usually in Europe. They are actively maneuvering around attempts to stop them and their methods could change at any time.

Please do your part to protect CCC, our students, and each other as a priority. Do not give out any information on the phone to anyone you do not know and DO NOT click any links in emails without 100% certainty that it is legitimate. Always feel free to bring anything questionable to ITS for review, and report any contact you think is illegitimate

Below is a sample of the style of phishing email they are using - so far - changing the subject line, names, and destination of the links.

Let's not fall victim to this, folks!

Thank you everyone for your active participation and diligence!

CREATEWellness Event

Are you feeling like you need a change in your routine? Want to try new things but don't know where to start?

If any of the items on these lists sound new and exciting, but you just can't seem to find the time to implement them, you might want to participate in this upcoming challenge!

Over the course of four weeks, you will be guided with themes and tips to take on something new, while giving you the freedom to choose what new element you want to carry out each week.

This will challenge your creativity and give you the opportunity to earn wellness points!

The challenge will begin Oct. 23, 2017. Keep an eye out for more detailed information next week. You may [sign up](#) now if you are interested.

HR Training

Communication, Coordination and Consistency are three other "C's" that we are looking to strive for on an on-going basis. To this end, we are looking to bundle our training programs in a way that does not create volume overload and heavy time constraints while still respecting individual, department and committee needs for professional development and training. Human Resources is coordinating efforts with the Presidents' office, other leadership members as well as Sarah Southwickin Academic

Affairs, to adjust how we have historically viewed and implemented our activities. In fact, for those that attended any of Sarah's recent programs, you have already received a view of our new direction. Without further ado, please return your seats to their upright and locked positions, stow your carry-ons and fasten your seatbelts.

HR Days will happen once per month, on a Friday, from October to April annually and will provide up to 4 different opportunities for you to select from, or participate in.

Diversity & Cultural Awareness: Increase your knowledge and add to your awareness of cultural diversity to best fit our unique Coconino community.

New Skills: Traditional training and development programs

Share your Passion: This is your chance to share your own passion. Teach others to make your favorite family recipe; if you love vehicle engines, show others how to do a simple safety inspection; If you love Frisbee golf, show others how to play; It is up to you!

We will be partnering with multiple college committees to offer the best possible assortment of meaningful activities for you. In addition, EDD day will be incorporated into the HR day in April with a reduced program length. Lastly, we will employ a new online registration process to help you identify the programs you would like to take as well as help instructors prepare.

Tentatively, the programs will be in the afternoons on the 2nd Friday of each month unless holidays or other activities dictate otherwise.

What if I can't attend a training? We will try to bring back popular sessions in future months, and we will look to post materials online for you to review on your own time. In addition, where possible and appropriate, we will look to provide on-site opportunities at 4th street and Page.

I am a part-time instructor, will I be paid to attend? We are working on a way to pay for some "seats" each month for part-time faculty. The total number is still being worked out based upon available training dollars.

Contact Dietrich Sauer, Executive Director of Human Resources, at Dietrich.Sauer@coconino.edu for details.

Sick Leave Policy for Employees

410-08 EARNED PAID SICK TIME FOR PART-TIME EMPLOYEES PROCEDURE

1. PURPOSE

Effective July 1, 2017 employees classified as part-time will accrue one hour of sick time for every 30 hours worked, in order to comply with Arizona Revised Statutes (A.R.S) §23-363, 23-364, and 23-371 through 23-381. For the purposes of this procedure, the definition of part-time employees includes student workers, federal work study, part-time faculty, and all other employees not classified as full-time.

2. PROCEDURE

This procedure is effective July 1, 2017 and supersedes any sick time procedures previously outlined in personnel policy manuals and any other documents

previously published, but not specified herein.

Eligibility

All part-time employees are eligible to accrue earned paid sick time. Earned paid sick time accrues at the rate of one hour per every 30 hours worked. Earned paid sick time will accrue at the commencement of employment or on July 1, 2017, whichever is later. Accrual of earned paid sick time is limited to 40 hours per fiscal year. For the purposes of this procedure, a year or fiscal year is defined as the College fiscal year of July 1st through June 30th.

Usage

An employee may use accrued earned paid sick time beginning on the first day of employment or July 1, 2017, whichever is later.

- Employees are eligible to use earned paid sick time to be paid for time they were scheduled to work. The use of earned paid sick time is limited to the uses required by A.R.S §23-373.
- Coconino Community College will limit the use of earned paid sick time to 40 hours per fiscal year.
- Reported sick hours are paid at the effective hourly rate at the time of absence.
- Up to 40 hours of unused earned paid sick time shall carry over each fiscal year.

Accrual

Part-time hourly employees:

All part-time hourly employees will earn 1/30th (.03 hours) of earned paid sick time for every hour reported on an approved timesheet. Accruals will be recorded and be made available each pay period on Self Service Banner.

Part-time Faculty:

All Part-time Faculty will accrue all sick time for a particular class on the employee's first pay period associated with that class. Two calculation examples are listed below.

Example 1: Each Course Credit is worth 32 hours, thus a 3 credit course is 96 hours of paid time. Per statute, every 30 hours is equal to 1 hour of earned sick time. Thus, a 3 credit course earns 3.2 hours of paid sick time.

Example 2: A part-time faculty is hired for a four credit course in Spring. 4.27 hours of earned paid sick time would be made available with the first payroll for that class.

Earned Paid Sick Time Charges

Hourly employees:

Earned paid sick time may only be used for hours missed during an employee's regular scheduled times, and up to an employee's approved Full Time Equivalent (FTE). Total hours reported in any Fair Labor Standards Act (FLSA) work week that includes the use of earned paid sick time will not exceed the approved FTE for that part-time position. For example, if the employee is scheduled to work an 8 hour day, he/she can only use up to 8 hours of sick time for that day and their total hours paid for the day cannot exceed 8 hours.

Part-time Faculty:

Earned paid sick time may be used any time during the course of employment, and can be used in quarter hour (0.25) increments. Earned paid sick time will be charged whenever scheduled instructional time is missed by the instructor.

For every one hour of scheduled classroom time missed by an instructor, Part-time Faculty will be charged one hour against the earned paid sick time balance. Scheduled classroom time may be adjusted due to emergency closures declared by the College President.

If there is insufficient earned paid sick time to cover an absence, the Part-time Faculty contracted pay will be reduced proportionally for the hours missed.

Sick Time Reporting

Sick time should be approved in advance when possible. The appropriate forms must be completed and forwarded to the supervisor for approval within three working days after returning to work from an earned paid sick time absence.

When faculty members are or plan to be absent, they shall report to their supervisor and the Academic Operations Coordinators as soon as it is reasonably possible to ensure the best possible educational experience for our students.

For absences in excess of three days, an employee may be required to furnish the College with a written statement from a physician, certifying that the employee was unable to work during the period of absence.

Termination of Employment

There will be no payment for accrued earned paid sick time upon full termination of employment.

Any employee who has a change in status to full-time will no longer be eligible for earned paid sick time. Any unused balance will remain with the employee for use as needed under the guidelines of A.R.S §23-373.

Reinstatement of Sick Leave

If an employee is rehired within nine months after termination, accumulated earned paid sick time which was earned and not paid for at the time of termination will be reinstated.

Retaliation

Coconino Community College cannot retaliate against employees for requesting or using earned paid sick time.

3. BACKGROUND

1. References: Arizona Revised Statutes §23-363, 23-364, 23-371 through 23-381
2. Revision history: New 09/22/2017
3. Legal Review: none
4. Sponsor: Human Resources

OnCourse and *Curios* now accepting submissions

CCC produces two different student publications each year called *OnCourse* and *Curios*.

Once per year, students enrolled in the Spring Semester of COM 181 collect work from CCC students, local writers and artists to produce and publish these two magazines.

The mission of *OnCourse* is to showcase student work from across all disciplines, while the mission of *Curios* is to support the northern Arizona community by publishing work from local artists. Submissions are collected in the summer and fall months in order to have the magazines published by the springtime.

At this time, CCC is collecting submissions from students and local artists. To submit work to *OnCourse*, CCC students should email an electronic copy of their typed work or high resolution images to ccconcourse@gmail.com. To submit to *Curios*, local artists and writers can email a copy of their typed work or images of art to curiosccc@gmail.com.

Waiver forms must be completed and dropped off to the CCC faculty support services desk in Building 4.

CCC's faculty is encouraged to spread the word to their classes to inspire students to submit work.

Everyone is also encouraged to spread the word of *Curios* around Flagstaff to encourage local writers and artists to submit work.

Upcoming Events

- LGBTQIA HISTORY MONTH CELEBRATION: Monday, Oct. 16, 4 to 5:30 p.m., in the Lone Tree Commons.
- DGB MEETING: The CCC District Governing Board will have a Regular Meeting on Wednesday, Oct. 18, 2017, beginning at 4 p.m., in the Board Room at the Lone Tree campus.
- CREATIVE SPIRITS: A two-hour painting session with all supplies and canvas. Kids are welcome accompanied by a parent. Wednesday, Oct. 18, 2017, from 6:30 to 8:30 p.m., Vino Loco, 22 E. Birch Ave, Suite 1. \$30 per person, with \$10 of fee going to CCC Foundation. Click this link to [REGISTER](#) online, or call (928) 600-9291 for more information.
- ASL FAMILY FUN DAY: Saturday, Oct. 21, in the Lone Tree Commons, Rooms 201 and 316.
- FACT OR FICTION: Learn about the difference between fact or fiction in news sources, Tuesday, Oct. 24, 4 to 5:30 p.m., in the Lone Tree Commons.
- NAPEBT HEALTH FAIR: Mammogram Screenings (Oct. 25-26, 7 a.m. - 6 p.m.) and Prostate Cancer Screenings (Oct. 25, 8 a.m. - noon). For female appointments, call 800-285-0272. For male appointments, call 800-828-6139. Appointments are required by Oct. 23.
- EMPLOYEE GIVING LUNCHEON: Tuesday, Oct. 31, noon to 1:30 p.m., CCC faculty and staff who participate in payroll giving will be invited to a luncheon in the Board Room at Lone Tree campus to learn about student benefits. A catered lunch will be served and student speakers will address the group.

- STUDENT WELLNESS FAIR: Wednesday, Nov. 1, 11 a.m. to 2 p.m. in the Lone Tree Commons.
- TRANSFER FAIR: The Fall Transfer Fair will be Thursday, Nov. 2, 11:30 a.m.-1:30 p.m., in the Lone Tree Commons. Food will be served.
- DETENTION ACADEMY GRADUATION: Fri., Nov. 3, 10 a.m. - 11:30 a.m. in Lone Tree Commons.
- FIRST-GENERATION COLLEGE CELEBRATION: Wednesday, Nov. 8, 11 a.m.-1 p.m., in the Lone Tree Commons.
- VETERANS DAY: The observed day off for Veterans Day at CCC will be Friday, Nov. 10. All services will be closed.
- THANKSGIVING HOLIDAY: All CCC campuses and services will be closed for the Thanksgiving holiday Thursday, Nov. 23 through Sunday, Nov. 26. School services will resume Monday, Nov. 27.
- CERAMIC SALE: The CCC Clay Club will have a Ceramic Sale Tuesday, Nov. 28, 2017, during the College's operating hours at the Lone Tree campus.
- STUDENT FORUM: Tuesday, Nov. 28, 11:30 a.m. to 12:30 p.m., a student forum will be held at CCC's Lone Tree campus in Room 124. All students, staff and faculty are welcome. Learn about future course offerings, MyCCC and CCC's website updates.