

Coconino Community College

CoCoConnections

Employee newsletter

September 2017

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Dear CCC employees,

The monsoons are officially in the rearview mirror, and soon we can expect to see the changing colors of a new season as the Fall semester gets underway.

Welcome to the September 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

Paul Gonzalez - SNNA-LSAMP and Dual Enrollment Specialist II

Jeffrey Norton - Maintenance Technician II

Glen Bohl - Enrollment Services Representative

Danielle Biesecker - 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.

CCC receives award for financial services

Coconino Community College was recently awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the fiscal year 2016 Comprehensive Annual Financial Reports.

This is the 22nd consecutive year that CCC has received this award.



According to the Government Finance Officers Association, "the Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management."

Congratulations Business and Administrative Services!



Page Campus Enrollment Up!

The Page campus is demonstrating an increase in enrollment numbers.

The combined total numbers for in-person classes, ITV classes, and online classes is up 30.1 percent over the same count for fall of 2016! There may be several factors at play, not the least of which may be the impending closure of the Navajo Generating Station power plant. The population is wrestling with Page's economic future and may be thinking more about enhancing their marketplace skills via education.

They have also begun to transmit and teach four ITV classes from Page to the Lone Tree campus (up from one), which increases the likelihood that our sometimes lightly attended offerings will achieve enough enrollment to go forward. All-in-all, CCC is poised to have a big impact on the northwest corner of Coconino County.

Higher Education Consortium Project - Onward!

Kay Leum, Director of Special Projects and Grants, presented on the Consortium Project with Coconino County Supervisor Lena Fowler on two different occasions this past month. The first opportunity was to visit with members of the LeChee Chapter at their August Chapter House meeting. Last week, Supervisor Fowler and Leum traveled to Window Rock to be a part of the Arizona Tri-Universities Indian Education (ATUIE) meeting and share information about the project with attendees. The ATUIE meeting focused on Arizona colleges and universities partnerships and working together for the good of Native American students. The Consortium Project is one of several examples.

An additional project update was presented Monday, Sept. 18, at the Page Instructional Site. Partners, stakeholders and supporters came together to learn more about the project progress, to form work groups and explore challenges and solutions specific to the Higher Education Consortium Project.

Leum is most excited about a scheduled meeting on Wednesday, Sept. 27, at the Page Instructional Site where the designated representatives from the four institutions (Diné College, Navajo Technical University, Northern Arizona University, and CCC) will meet together as a working group. The meeting goals will be to develop the next memorandum of understanding (MOU) document to move the project forward, establish the mission and vision statement, build a work plan with dates and to decide on an official name for the project.

Jorgensen Brooks Group August Webinar

This month's Jorgensen Brooks Group webinar is available, and the topic for August is: "Saying goodbye, honoring the process of grief and loss."

Everyone has ways of grieving, and it is different for everyone. Supporting someone in their time of loss is very important to help the process of recovery.

The August webinar has a variety of resources to assist you in a time of loss or grief. Here are the resources featured in this webinar:

- Articles on the stages of grief and moving on from it
- Information on end-of-life care and funeral arrangements
- Referrals for respite care and in-home care services
- Referrals to bereavement groups

Registering for the webinar is simple. Visit www.jorgensenbrooks.com. On the homepage, locate "JBG Personal Care" and click on it. After being directed, locate "click here to access your JBG Personal Care." Then type in "Coconino Community College" and click "login." This will direct you to the JBG Personal Care site. Once in, scroll down and locate "Online Seminars." Click on the "plus" sign (+) and select the webinar you would like to attend.

The website also has an archived database to view any past webinar.

STEM Funding Requests

This is the time of year that CCC solicits STEM funding requests and one-time requests from employees.

FY 18 STEM Funding - The College was allocated \$409,000 for STEM money for this Fiscal year. Per Arizona Revised Statute 15-1464, Paragraph D. - STEM funds are restricted for following purposes:

1. Partnerships with businesses and educational institutions
2. Additional faculty for improved and expanded classroom instruction and course offerings
3. Technology, equipment and technology infrastructure for advanced teaching and learning in classrooms or laboratories
4. Student services such as assessment, advisement and counseling for new and expanded job opportunities
5. The purchase, lease or lease-purchase of real property, for new construction, remodeling or repair of buildings or facilities on real property

In addition, FY 18 One-Time/Equipment - the college budgeted \$75,000 for one-time equipment or other items that do not meet the criteria above.

Please remember:

- 1) Review our Strategic Plan
- 2) Review items as a team within divisions (i.e. Academic Affairs, Business & Administrative Services, or Student Development)
- 3) Technology items must be reviewed by Ron Hurle
- 4) Facility items must be reviewed by Kurt Stull
- 5) Items must be able to be completed before the last day of the fiscal year 6/30/2018
- 6) Process must meet all regular procurement procedures and timelines

Process:

Three pieces of information are required: item description, item cost and a short explanation/justification (strategic plan).

Items will be reviewed and prioritized within each area and then at Executive Council.

Timeline:

10/13/17 Prioritized lists are due from each area to Jami Van Ess by noon

10/16/17 Executive Council will review and prioritize all items

Feeding CCC students

Greetings CCC Staff and Faculty,

Last semester, we discovered that there is a fervent need for a permanent food pantry on campus to feed some of our very own students. As such, we are collecting food and making it available to whoever needs it. This drive will continue to serve as an ongoing cause on our campus. With the support and help from Veteran Services, we have found a permanent location for the Comet Closet in their offices.

At this time, some students are in need of food more than ever. We are holding a food drive on campus for the following items. If you are able to assist, please place dry item donations in the box across from Security and give any refrigerated items to someone at the faculty support services desk in Building 4. We will sort the items and make them available to students in need. We are low on grab-n-go student snacks that keep students fed on campus as well as some of the non-perishable food items listed below:

Non-perishable food items: Canned soups and fruit, chili, pouches of tuna and chicken, beef jerky, shelf-stable milk, peanut butter, etc.

Just-add-water meals: Instant oatmeal, ramen, Cup-a-Soup, etc.

Refrigerated items: Milk, Lunchables, lunchmeat, cheese, sausage sticks, etc.

Grab-n-go student snacks: Granola bars, chips, cookies, crackers, etc.

Hygiene products: Soap, hair products, toothpaste, toothbrushes, feminine hygiene products

Thank you for your continued support and commitment to creating such a great space here at CCC. We look forward to working with you all.

Respectfully,

Katie Radics - PTK/CCC Alumni

Katie Chavez - PTK President

Phi Theta Kappa - Beta Gamma Chi Chapter

Improvements in parking at CCC

As we all know, at times, we don't have enough parking spaces for our needs. In an effort to open up additional spaces, innovative and creative thought took hold. At nearly zero cost, we have added 16 new spaces to our parking system, with a twist! We now have 4x4 parking at the entrance to our normal employee lot, and it's ready for use today! Please refer to the guidelines below if you are interested in using this new voluntary parking choice:

FAQ and benefits of the 4x4 parking area include, but are not limited to:

- Additional parking spaces at a near zero financial cost
- More access to dripping pine sap, falling pine cones and breaking branches
- A chance at getting stuck and not being able to pull your vehicle out until early summer
- A potential opportunity to pull out other vehicles that are stuck because you look forward to doing so (voluntarily and not CCC approved of course)
- Access to co-workers to talk about expensive vehicle accessories while staring at tires and nodding heads
- Increased chance of being exposed to acts of nature
- Animal track identification opportunities from one's own vehicle hood
- It's fun and something unique to us
- More Formal: It is "Park at your own Risk" as CCC is not responsible for any damage or ill-effects upon or to your vehicle. The area will be off-limits if we have a heavy snow fall, torrential rain, or other similar condition. CCC Parking Permit rules still apply.
- The 16 parking locations are designated by an orange stake. Please center the stake with your vehicle when parking.
- A **huge thank you** to Facilities for measuring out and making the parking spaces with minimal impact, using friendly materials and finding a way to do this at basically no cost.



Volunteer time and community leave

As we continue to focus upon and expand our College's middle name (Community), Human Resources is constantly looking for ways to support you and make CCC a great

place for your career! With a "thumbs up" already from our District Governing Board, Executive Leadership Team, and several College committees, without further ado, the attached documents detail this new benefit:

Community Leave

With the gracious help from the Business Office and payroll team, we will create a new paid-time-off option called "Community Leave." The purpose of Community Leave is to allow full-time, benefit-eligible staff up to eight (8) hours per fiscal year to give back to our community through paid volunteerism. Yes, if you want to volunteer at Hope Cottage, the Food Bank, a soup kitchen, or similar during the work day, you can do so while not having to use your own personal leave! Yahoo! Everyone is encouraged to review the full details, but a summary is provided below:

- The benefit is one day (based upon the hours the employee works) but can be used in one-hour increments. Example: Your normal paid day is eight hours = eight hours available.
- Because you can use the time in one-hour increments, you have the flexibility to do the following: Donate an entire day building a house with Habitat for Humanity, or donate (four) two-hour days and serve lunch at the rescue mission every Wednesday for a month. It's up to you.
- HR-eeze notes: Community Leave has no cash value; it does not roll over from year to year; it does not get paid out if you win the Powerball and move to Fiji; it can't be used for sick leave or other PTO purposes; it must be used during your normal workday, thus is not available to be used on a holiday, after hours or on weekends; it must be pre-approved via time-off request by your supervisor in advance; and it is not guaranteed to be approved as college and student needs take priority. Lastly, this benefit is for full-time, benefit-eligible employees only at this time due to scheduling complexity and a focus upon leave time not impacting students in our classrooms.
- Please note, for insurance purposes, nonprofits must be pre-approved by Human Resources and all final approval decisions are made by the HR grand-poo-bah.
- We encourage everyone who participates to share their stories upon their return with HR and/or Scott Talboom's team. We most certainly want to recognize your work; however, for those more private, it is not a firm requirement to do so.
- Please respond directly to Dietrich Sauer with any questions, comments, suggestions, or concerns. Thank you!

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 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.

Announcements from CCC Information Technology Services

Document cameras in all computer-based classrooms



ITS has installed document cameras in all computer-based classrooms. These document cameras have quick-guide videos on the ITS Public Documents section on the new SharePoint, MyCoconino. For more information on the document cameras, or if you need assistance, you can contact the Help Desk at 928-226-4357.

<https://mycoconino.coconino.edu/ITS/ITS%20Public%20Documents/Forms/AllItems.aspx>

Office 365 and Office Pro -- Free to all faculty and staff

ITS is proud to announce (again) that Office 365 is available for free to all faculty and staff through our Microsoft licensing. This free suite, which allows up to five concurrent installations, comes with the ProPlus version of Microsoft Office, including Word, Excel, PowerPoint, Publisher and Access. For information on how to sign up, visit our 365 page at <https://www.coconino.edu/365>.

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.

Banner security changes

Information Technology Services, in conjunction with Registration and Enrollment Services, has 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. 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 (x4343) so the issue can be remedied.

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 Wellness Events

New wellness events are here for the month of September and are available to you as CCC staff or faculty.

This month, there is a great variety of activities to participate in alongside your colleagues, including yoga, biometric screenings, stretching, guided meditation and more. Sarah Southwick, Assessment Program and Faculty Development Coordinator, sends out weekly updates via email.

CCC is also participating in an Interagency Wellness Challenge. The College is competing with other NAPEBT agencies to be the healthiest agency in Flagstaff! To win, CCC needs to have the highest completion percentage of the Annual Whole Health Evaluation. If CCC wins, the College will get a prestigious trophy and FREE Chipotle. The challenge ends Nov. 22.

We hope to see a great turnout for this month's Wellness Events! They are an excellent way to ease the mind and spend quality time with your coworkers.

Carol Wilson: Off to a brighter place

One of CCC's best and brightest, Carol Wilson, passed away peacefully on Aug. 23, 2017, surrounded by her loving family.

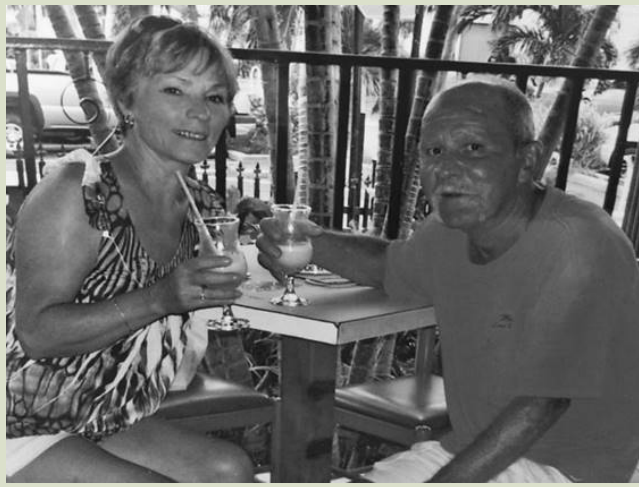
Carol Wilson was born on July 13, 1947, in Eau Claire, Wis. She is survived by her children, Tammy Derryberry, John Tanner, Kathy Tanner, stepdaughter April Wilson, brother Dick, sisters Barb, Mary, Judy and many grandchildren.

She joins her husband, Rick, whose death preceded hers by three weeks. CCC misses them both dearly and holds them closely in the hearts of everyone at the College.

Carol Wilson began her employment at CCC in July of 1998. She held the position of Administrative Assistant to the dean of CTE and was later promoted to the Executive Assistant for the VP of Academic Affairs.

She retired in June of 2012. No services are planned at this time.

From Wilson's Arizona Daily Sun obituary: "May you both be on a beach, dancing in the moonlight with Barry White in the background. May you both not just look good, but feel good. You will be deeply missed..."



Carol Wilson with her husband, Rick.

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

- **STUDENT FORUM:** Tuesday, Sept. 19, noon to 1 p.m., a student forum will be held in the CCC Lone Tree campus Board Room. All students, staff and faculty are invited. Dr. Smith will host an open discussion in regard to the student experience at CCC.

- DGB MEETING: Wednesday, Sep. 20, beginning at 4 p.m., in the Lone Tree campus Board Room. Regular meeting of the CCC District Governing Board.
- EMPLOYEE GIVING KICK-OFF: Monday, Oct. 2, 11:30 to 1:00 p.m., CCC invites faculty and staff to build their own sandwich lunch and learn about giving opportunities at CCC.
- TEAL TUESDAY: Tuesday, Oct. 3, is Teal Tuesday. Show your CCC spirit by wearing teal. Fill out a ticket for the ballot box at the various campuses, or post on the CCC official Facebook page for the opportunity to win some swag from the Marketing and Public Relations department!
- 7TH ANNUAL TRANSION AND SEASONAL JOB FAIR: Thursday, Oct. 5, 11:30 a.m. to 1 p.m., CCC will be hosting the Transition and Seasonal Job Fair in the Commons at the Lone Tree campus. From 1-3:15 p.m., students from local high schools will be attending breakout sessions.
- STUDENT FORUM: Tuesday, Oct. 10, 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. This session will include information about financial aid, scholarships, student accounts and CCC events.
- HISPANIC HERITAGE CELEBRATION: Tuesday, Oct. 10, 4 to 5:30 p.m., in the Lone Tree Commons, come celebrate Hispanic heritage!
- LGBTQIA HISTORY MONTH CELEBRATION: Monday, Oct. 16, 4 to 5:30 p.m., in the Lone Tree Commons.
- 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.
- 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 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.