

Coconino Community College

CoCoConnections

Employee newsletter

Week of Jan. 8-14, 2018

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Ali Applin, Executive in Residence: Marketing and Community Engagement.

Dear CCC employees,

It's a new year, and classes begin next week on Jan. 16, after the Martin Luther King Jr. holiday. It is our hope that everybody is well rested and ready to make a difference in students' lives.

We continue to encourage you to consider *CoCoConnections* for all of your communication needs. We circulate to every CCC employee and the newsletter comes to you at the beginning of every week.

We're always on the hunt for hot news items of interest to our CCC family, which includes, but is not limited to:

- New Hire Announcements
- Employee Events
- Student Events and Activities
- HR Days and Training Activities
- Spotlights on Awards and Recognitions
- Foundation and Volunteer Events

Send your news items by Friday to dietrich.sauer@coconino.edu or larry.hendricks@coconino.edu, and we'll work to get it into the Monday edition.

The CoCoConnections Team

Open forums for provost candidates this week

Coconino Community College will be holding open forums for College employees to meet, and ask questions of, the five provost candidates. The candidates are (in alphabetical order):

- **Dr. Kimberly Batty-Herbert**, current Dean of Learning Academic Affairs at CCC
- **Dr. Kathleen Curphy**, former Provost/Vice Chancellor Academics at Delgado Community College in New Orleans, La.
- **Dr. Gonzalo Perez**, current Associate Vice President of Innovative Learning Solutions Academic Affairs at CCC
- **Dr. Gregory South**, former Acting President at College of the Siskiyous in Weed, Calif.
- **Dr. Nathaniel Southerland**, Associate Vice President, Enrollment Management at Salt Lake Community College in Utah.

All employees are encouraged to attend and provide feedback. The schedule is:

Wednesday, Jan. 10, Board Room

- 10:30 to 11:30 a.m.: Dr. Perez
- 2:45 to 3:45 p.m.: Dr. Batty-Herbert

Thursday, Jan. 11, Board Room

- 10:30 to 11:30 a.m.: Dr. Southerland
- 1:15 to 2:15 p.m.: Dr. Curphy
- 2:45 to 3:45 p.m.: Dr. South



CCC Business and Administrative Services Comets who volunteered their time for a worth cause were (left to right) Siri Mullaney, Randi Axler, Bernadette Krchnavy, Sharri Penland, Janan Scott, Linda Currier, Stacie Avelar Bess Goh and Tina Lanuto.

Helping to make the holiday season bright

Coconino Community College employees in the business office used a few hours of community leave to volunteer at the Flagstaff Family Food Center in December.

The crew packaged about 100 Christmas presents for adults from donated gloves, socks, scarves, cups, headlamps, accessories and other items on hand. CCC's volunteers helped prepare food for the daily sack lunch disbursement, and they also checked donated presents for appropriateness and marked the age range on each gift. The work was in preparation for a visit from Mr. and Mrs. Claus, where the presents were distributed to hundreds of the men, women and children the Flagstaff Family Food Center serves each month.

"We greatly appreciate that CCC supports community involvement and allows time for these rewarding activities," said Siri Mullaney, CCC's Dean of Finance. "What makes this even better is that we participated as a group for some fun time together outside the confines of the CCC building."

Mullaney added, "Seeing the result of our efforts reflected in the next day's Daily Sun article about the event was so cool, and we are proud to be a small part of an event that brought some much-needed holiday cheer to those in need."

A photo essay of the gift giving may be found [here](#).

As a reminder, last fall, CCC instituted 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.



(Left to right) Bess Goh, Janan Scott, Bernadette Krchnavy and Sharri Penland prepare gifts.

CCC's next HR Day is Friday, Jan. 12

January's training and development lineup for HR Day focuses on committee meetings, using Outlook and personal finance management:

- **Committee Meetings: Time to make them more productive and useful!** Presented by Mike Townsend, Deputy Coconino County Manager, this interactive program is suited for anyone who participates in committees as a chair, secretary or member.

- **Outlook for Productivity and Time Management:** Presented by Cindy Dorfsmith, HR IT Analyst for CCC, this presentation focuses on Outlook, with tips and tricks from an expert on how to manage your days.

- **Credit Union 101 and Personal Finance Management:** Presented by Robin Lemarr from Arizona Central Credit Union, this program is ideal for anyone with financial challenges or folks looking to create a sound financial foundation. Lemur will provide an overview of how credit unions work, savings plans, budget plans and more. The credit union will also offer suggestions for hourly staff on how to bridge short paychecks to stay current with their obligations.

As usual, please go [here](#) to enroll for the programs of your choice.

Reminder: If you have missed any of the previous programs, they are available on the HR Training and Development webpage [here](#).

IT ALERT: Beware scam calls

Employees at Coconino Community College are experiencing situations where calls are being masked as internal CCC phone numbers in an attempt to "scam" or social engineer the College.

According to Brian Wilson, Assistant Director of Infrastructure Systems, the scam will manifest as a call from a number you recognize as someone in the College – for instance, your supervisor, or even the president.

Please verify completely the person with whom you are speaking if you get one of these calls. As always, be conscious of information security and regulations before providing any information over the phone. Please help protect our students and CCC from these scams.

If someone is calling from the outside and masking their number it will appear as 928-226-4xxx in the display. If it is a legitimate call from inside the College, it will normally only show the extension and name. The same goes for missed calls.

If you have questions or concerns, contact Brian Wilson at brian.wilson@coconino.edu, or extension 4328.

Update on the Jan. 3 College Council meeting

College Council met on Wednesday, Jan. 3, and had another packed agenda. Most of the meeting was devoted to reviewing changes to existing procedures or approving new procedures, including:

- 201-00 Travel Procedure (Note: This replaced the existing procedure and procedural guidelines.)
- 208-01 Refund (revision)
- 208-02 Tuition and Fee Payment Procedure (new)
- 208-03 Drop for Non-Payment Threshold Procedure (new)
- 208-04 Collections Procedure (new)
- 208-05 Cash Handling Procedure (new)
- 208-06 Investment Management Procedure (new)

These items have been uploaded to the College's [Policy and Procedure](#) webpage.

College Council is currently in the process of updating its bylaws and discussed the proposed dates.

The District Governing Board has asked that staff members suggest the topics for their upcoming Round Table Discussions. The DGB members asked College Council for input on suggested topics.

Finally, College Council heard an information item on the work being done to form a common campus reading program.

Additional information on College Council, including meeting packets and approved minutes, is located on the [College Council Intranet Site](#).

Wellness updates: Exercise and the 'Sugar Challenge'

The Northern Arizona Public Employee Benefit Trust (NAPEBT) Sugar Challenge is Jan. 17 through Feb. 7 this year.

Earn up to four wellness points for completing the challenge. The goal? To reduce your sugar intake, stop craving sugar and feel better! A week prior to the challenge, you will be guided on how to prepare with recipes, shopping lists, meal plans, dessert alternatives and tips on how to eat less sugar and feel great. For 21 days, the challenge is to eat 25-37.5 grams of added sugar or less per day.

Click [here](#) for more information.

CROSSFIT WORKOUTS

Starting Tuesday, Jan. 9, Kim Shaw from TRiO Student Support Services will be doing 15-minute bodyweight CrossFit workouts in Room 462 each Tuesday, starting at 10 a.m.

Wear loose-fitting clothes and prepare to be barefoot. Everyone is welcome. If you have questions about what the workouts will look like (different every week), send Kim an email at kim.shaw@coconino.edu, or stop her in the hallways. She's been a CrossFit trainer for the last five years, and she is willing to work with you to modify any workout to fit your needs or recovery. Sometimes, even dodgeball is on the roster!

Don't forget to complete the Safe Colleges training

All CCC employees are required to complete the "Safe Colleges" training. Here is a list of Frequently Asked Questions from Human Resources:

- **Wait, I've already done the Title IX training module. Do I have to do it again?** Yes, if you were with us last academic year, you did complete the Title IX module, but guess what? You have the glorious opportunity to do it again, and because it's fresh in your mind, it'll be a breeze this time.

- **Why do I have to do it again?** There are numerous training programs that must be refreshed on a regular basis to meet compliance standards. Title IX is one of them. Normally, the refresh will take place about every three years; however, because last year was our inaugural year, we had to get everything done at once. Thus, we had seven modules to complete. Luckily, this year, we just have three. Lastly, consider this a warning that Title IX will come back again in about three years.

- **Do I have to print out the certificate at the end?** No, but it's good practice to do so. Once you reach the program conclusion, the system is supposed to recognize your completion. If you trust "the system," don't print the certificate.

- **Do I need to do my training now?** Yes! We've already had three months to complete three modules, and now, it's time to do them if you have not already done them.

- **What happens if I don't complete them?** You will be hounded by HR on a constant basis until the Safe Colleges training program becomes more appealing to interact with

than us.

- I absolutely love, love, love online training programs, and I noticed that there is a table for other trainings. May I click it? Yes, you have full access to any of the 50-plus training modules available in the system. Go forth and conquer!

Changes made to inclement weather process at CCC

If the weather requires CCC to adjust the hours of operations, CCC will have either a delayed start or close for the entire day. If there is a delayed start, CCC will open campuses at 10 a.m. If your class starts before 10 a.m. and extends beyond 10 a.m., please make sure to attend the remainder of that class after the College opens. All classes that start and complete before 10 a.m. will be canceled. If CCC is closed for the day, all day and night classes will be canceled.

According to Kurt Stull, CCC's Executive Director of Facilities and Security, the Facilities staff works hard to make sure the roads and sidewalks are cleared for access to campus. Please exercise due caution, slow down and give yourself extra time traveling to and while on the CCC campuses.

On days of inclement weather, CCC employees and students can get information about CCC's hours of operation by checking the website at www.coconino.edu, the official [Facebook page](#), by calling 928-527-1222, or by signing up for Rave, the College's emergency notification system, to receive a text or email. This can be done by filling out a Vehicle Registration Parking Form. If you do not drive on campus but still would like to sign up, please see Security for more information. You may also listen to local weather stations to receive updates.

When needed, the notifications will be sent out by 6 a.m. on the day of inclement weather. If the weather event occurs during the day, a decision on evening classes will be made by 4:30 p.m.

For more information, visit the Emergency Closure Procedural Guidelines [here](#).

Faculty Of The Year Awards



Nominate Your Instructor For
Faculty Of The Year

Deadline for nominations is
Friday, March 2, 2018

Nominate Your Instructor Here

↓ ↓ ↓
www.coconino.edu/faculty-of-the-year-nomination

Time to nominate Faculty of the Year for 2018

The Coconino Community College Faculty of the Year nominations for 2018 are now open.

Students and faculty now have the opportunity to nominate an instructor at the College to receive the annual honor. The deadline for nominations is Friday, March 2, 2018.

To nominate an instructor, visit the nomination page [here](#).

Upcoming Events

- ASPEN DELI CLOSED: Aspen Deli will be closed beginning Friday, Dec. 15, 2017, and will reopen for business after the Winter Break on Tuesday, Jan. 16, 2018.
- FACULTY WELCOME: Tuesday, Jan. 9, 2018, 8:30 a.m. to 2 p.m., Lone Tree Commons, Rooms 459 and 460. Faculty welcomed back from Winter Break. Food will be served.
- COPYRIGHT TALK: Tuesday, Jan. 9, 2018, 1 to 2 p.m., location TBA. Tom Dietrich will present on copyright infringement and what needs to be done to keep it from happening.
- ALL-COLLEGE BREAKFAST: Friday, Jan. 12, 2018, 8 to 10 a.m., in the Lone Tree Commons. Food served. Come one; come all!
- MLK HOLIDAY: Monday, Jan. 15, 2018. Martin Luther King Jr. holiday. All CCC campuses and services will be closed and will resume on Tuesday, Jan. 16, 2018.
- RESOURCE FAIR: Wednesday, Jan. 17, 2018, 11 a.m. to 2 p.m., in the Lone Tree Commons. Students get the scoop on resources available to help them succeed. Food will be served.
- LAUNCH FAIR: Saturday, Jan. 20, 10 a.m. to 2 p.m., in the Lone tree Commons and Room 125. A financial aid and scholarship fair. Food will be served.
- ICE CREAM SOCIAL: Wednesday, Jan. 24, 12:30 to 2 p.m., in the Lone Tree Commons. An event to help promote student Clubs and Organizations. Food will be served.

- [SCHOLARSHIP SEMINAR](#): Wednesday, Feb. 8, 11:30 a.m. to 12:45 p.m., Lone Tree Board Room. Learn more about scholarship opportunities at CCC.