

Coconino Community College

CoCoConnections

Employee newsletter

Week of Nov. 13-19, 2017

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Bobby Sedillo - Interim Director of Purchasing & Auxiliary Services

Dear CCC employees,

Welcome again to the weekly *CoCoConnections*. The CCC Holiday Celebration is this weekend! Turkey Day is next week, so prepare your appetites!

We continue to encourage you to consider *CoCoConnections* for all of your communication needs as we have a circulation of every CCC employee and now come to you every week at the beginning of the 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 you 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

1920's attire optional

**saturday.
nov. 18**
Double Tree Hotel




5-10 pm \$10 Each
Dinner at 8 pm To Attend

coconino community college

gatsby masquerade

DJ - Photo Booth - Split The Pot - Decorate Your Own Mask - Games - 20's Costume Contest

reminder
The last day to pay and RSVP is Nov 9th Please see Human Resources to RSVP

go big!
Bring a donation and receive extra tickets for the raffle! Pay with cash before Nov 3 for a chance to win a gift card

menu
Prime rib carving station, vegetarian options, desserts and more



CCC Holiday Celebration swings into action this weekend

Coconino Community College's 1920s-themed Holiday Celebration will be the bee's knees!

If you have tickets, get ready for a glamorous evening of dinner, dancing and a swinging good time at the annual CCC Holiday Celebration Saturday, Nov. 18, beginning at 5 p.m., at the swanky DoubleTree Hotel, 1175 W. Route 66.

The menu includes prime rib, vegetarian options, desserts and more. Bring a donation of a personal hygiene product and receive extra tickets for the raffle. The last day to RSVP and get tickets was Nov. 9, 2017.

Brought to you by your Employee Events Committee: Summer Dennis, Rachel Edelstein, Brittney Homsby, Janelle Indian, Vanessa Logan, Rosa Mendoza-Logan, Becky Pineda and Trevor Welker.



*CCC students and staff wished veterans a Happy Veterans Day.
Click the image above to see the video.*

CCC honor society works to send troops care packages

As part of this year's Phi Theta Kappa Honor Society's "Honors in Action project, officers are working in conjunction with CCC's Veterans Services to assemble holiday care packages for military personnel deployed to Iraq and Syria. At this time, we are asking for your help in securing the following donations to be included in care packages. Items are due by Wednesday, Nov. 15, 10 a.m.

Items needed:

- Powdered drink mix
- Instant coffee/tea/powdered creamer
- Individually wrapped dry snacks (not chocolate)
- Beef jerky
- Sunflower seeds
- Ramen noodles
- Seasoned salt/salt/pepper
- Individual packets of hot sauce, mustard, relish and ketchup
- Personal care items (no aerosol bottles): toothpaste, toothbrush, floss, cotton swabs, baby wipes, disposable razors, shampoo, soap, powder, tissues, eye drops, lip balm, lotion, aspirin, ibuprofen, feminine hygiene products, sunscreen
- Foot care: moleskin, medicated foot powder
- Disposable hand warmers
- Glasses cleaner wipes
- Ziplock bags
- Playing cards, board games, puzzles
- Batteries (especially AA and D)
- Writing material

- Phone cards, music cards
- Gift certificates from Gifts from the Homefront
- Handwritten letters (especially from children)

Please do not include any of the following: Alcohol, cigarettes, drugs, weapons, pork or pork by-products, obscene material, religious materials contrary to Islam, or non-authorized political materials.

CCC represents during the Page Balloon Regatta

Coconino Community College staff and students showed up in Page to lend a hand during the annual Page-Lake Powell Hot Air Balloon Regatta and Street Fair.

The regatta takes place each year with more than 60 balloons coloring the sky over the red rocks of far northern Arizona.

"I would like to thank CCC students, faculty, staff, alumni, friends, volunteers and attendees for helping to make the balloon regatta and street fair a worthwhile endeavor," said Brian Harris, CCC's Marketing and Events Coordinator. "Without their support, this family-fun, community event would not have been possible for the college, and for that we are truly grateful."

For photos of this year's event, which was hampered by unruly winds, visit CCC's Flickr page at <https://flic.kr/s/aHsm5TmDKo>.



The pilot of the balloon, "Moonshine," Don Stockley, left, and his wife Robin, right, rode CCC's name into the sky high over Page.

HR Training Day is Friday, Dec. 8

Another installment of Human Resources Training Day will be Friday, Dec. 8.

According to Dietrich Sauer, HR Director, topics will include:

- Cultural Awareness Training with Niki Ramirez, founder of HR Answers, LLC - "How to Fold the Towels: Diversity, Bias and Unintentional Bias in the Workplace."
- The return of Callie Goldberg (for those on the waiting list for her last visit). If additional slots open up, HR will notify everybody.
- HR will be continuing the tradition of providing free lunch to participants.

Here are your wellness events for the week

Here is your weekly update about upcoming wellness events. **All employees, spouses, and dependents 12 years and older** are able to participate in the wellness classes and events. However, only the employees on the NAPEBT medical health plan are eligible to receive financial incentives.

Complete four (4) weeks of crossword puzzles to earn 1 Wellness Point. The crossword puzzle for this week is available from Sarah Southwick at Sarah.Southwick@coconino.edu as well as the answers from last week's puzzle. Turn in crosswords to a Wellness Committee representative.

NAPEBT INTER-AGENCY WELLNESS CHALLENGE (ENDS Nov. 22, 2017) -

We're competing against the other NAPEBT agencies (the City, the County, NAIPTA, and others) who think they are the healthiest agency in Flagstaff! To win, we have to have the highest completion percentage of the Annual Whole Health Evaluation. If we win, we get a prestigious trophy and FREE Chipotle! The Challenge ends Nov. 22.

****The CCC Lone Tree Scavenger Hunt is now closed.**

Monday, Nov. 13, 2017

Move It! CCC, Lone Tree Room 462, 2-2:30 p.m.

Tuesday, Nov. 14, 2017

Happiness Through Mindfulness, Main Library, 12:15-1 p.m.

Guided Relaxation, County Health Department, 5:15-5:45 p.m.

Happiness Through Mindfulness, East Library, 5:30-6:30 p.m.

Wednesday, Nov. 15, 2017

Biometric Screening, Lone Tree, 8 a.m.-1 p.m.

Gratitude: Fuel for Life, County Health Department, Birch Room, 1 p.m.*

Yoga, Lone Tree, Room 462, 4-5 p.m.

Beginning Yoga, County HR, 4-5 p.m.

Meet Me Downtown, Heritage Square, 5:15 p.m.*

Thursday, Nov. 16, 2017

Tai Chi, Human Nature Dance Studio, noon

Financial Class Series, City Hall, noon-1 p.m.

Friday, Nov. 17, 2017

Stretching, Lone Tree, Room 462, 11:40 a.m.-noon

Crossword puzzle due to a Wellness rep by 5 p.m.

*These events require registration.

Budget planning opportunities available

Based on feedback from the revamped budget process, Business and Administrative Services has created two opportunities for employees to bring forward ideas for next fiscal year's budget. The budget is broken down into three areas to help with the discussion. The meeting schedule and locations are:

Executive Vice President Direct Report Budgets

- Wednesday, Nov. 15, 11 a.m., LT Room 201
- Friday, Dec. 1, 11 a.m., LT Board Room

Provost Direct Report Budgets

- Thursday, Nov. 16, 2 p.m., LT Board Room
- Friday, Dec. 1, 8 a.m., LT Board Room

Executive Vice President Direct Report Budgets

- Friday, Nov. 17, 4 p.m., LT Board Room
- Friday, Dec. 1, 3 p.m., LT Board Room

This is your chance to bring forward a budget request and participate in the discussion on how requests are prioritized. If you have an idea that aligns with the CCC Strategic Plan goals of recruitment, retention or completion, these meetings give a chance to share your thoughts.

Be sure to get in those timesheets

With the upcoming College holidays, payroll will be processed and paid on its regular schedule. However, due to the upcoming holidays and scheduled campus closures, the timesheet due date may be earlier than the 15th and/or the end of the month. Please ensure that your timesheet and leave slips are submitted by the scheduled due date noted below:

- Pay period 22: Nov. 1-15, timesheet due to payroll by Wednesday, Nov. 15, before 3 p.m.
- Pay period 23: Nov. 16-30, timesheet due to payroll by Thursday, Nov. 30, before 3 p.m.
- Pay period 24: Dec. 1-15, timesheet due to payroll Monday, Dec. 11, before 3 p.m.
- Pay period 1: Dec. 16-31, timesheet due Monday, Dec. 18, before 3 p.m.

Note: Timesheets received after the due date for a given pay period will be processed in the next pay period. Supervisors, please make sure your direct report's timesheets have the employee's name, correct funding source, all errors are corrected and all necessary approvals and signatures are obtained before submitting into payroll. Any correction received during the payroll processing will be adjusted in the next pay period.

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](#).

Vera health news is out for healthy holidays

Vera Whole Health has issued some articles in its latest newsletter, including one on having a healthy holiday season.

According to Vera's Flagstaff physician, Dr. Bradley Frank, "The holiday season is almost here, and our Vera health coach has some great tips for managing stress to help you stay healthy and actually enjoy the holidays. Ever wondered what a coaching session is like? We've got a sneak peek.

"Plus, Dr. Karl Weyrauch talks about the biggest issue in mens health – affecting four out of five men – that nobody is talking about. If you've ever said, 'I feel fine; so why should I go to the doctor?', this one's for you."

The newsletter may be found at the Vera site [here](#).

Scarves for Scholarships to hold fundraiser

Scarves for Scholarships will be holding a fundraiser in December to support scholarships for students in the Nursing program at Coconino Community College.

Scarves for Scholarships was the brainchild of Nursing faculty member Nina Webb before she retired from CCC in May 2015 after 11 years of

service. The scholarship, which Webb helps fund, offers at least one student in the Nursing program funding to assist with the cost of tuition.

Stacy Fobar, Administrative Assistant Senior for Institutional Advancement, spearheaded last year's holiday sale after several community members approached CCC Foundation staff to offer their services as knitters. With the help of the sale, the amount of the scholarship increased and the Foundation was able to provide awards to two students.



Institutional Advancement's Stacy Fobar is leading knitting circles on Wednesdays.

The fundraiser is still being set up, but in the meantime, Fobar said that folks interested in contributing knitted or crocheted items can join the CCC Foundation's Scarves for Scholarships knitting circle on Wednesdays in November from 4 to 6 p.m. in the CCC Foundation office on the Lone Tree Campus or by calling or emailing Stacy Fobar in the Foundation office. All proceeds from the sale of scarves support the Scarves for Scholarship nursing scholarship at Coconino Community College. For more information about the scholarship or on how you can participate, contact Fobar at (928) 226-4348 or at Stacy.Fobar@coconino.edu.

Upcoming Events

- CITATION WORKSHOP: Wednesday, Nov. 15, 4:30-5:30 p.m., in Room 109 on the Lone Tree campus. Dr. Gonzalo Perez will present "MS Word: The Citation Manager You Didn't Know You Had" to demonstrate how the program is a useful tool to organize bibliographies and change citation formats with a click.
- NATIVE AMERICAN HERITAGE CELEBRATION: Thursday, Nov. 16, 11 a.m.-1 p.m. for vendor tables, and 4-5:30 p.m. for speaker and performance, in the Lone Tree Commons. Food will be served at this event.
- 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 Nov. 28-30, 10 a.m. to 3 p.m. each day in the Lone Tree Commons.
- STUDENT FORUM: Tuesday, Nov. 28, 11:30 a.m. to 12:30 p.m., a student forum will be held on 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.
- WINTER BREAK: CCC will be closed for Winter Break beginning Thursday, Dec. 21, and running through Jan. 1, 2018. Classes will resume on Tuesday, Jan. 2, 2018. Happy Holidays!