

Coconino Community College

CoCoConnections

Employee newsletter

Week of Nov. 20-26, 2017

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New Hires/Promotions

None in the last week.

Dear CCC employees,

Coconino Community College has a short week this week because Thursday is Thanksgiving!

The Holiday Celebration is behind us, and after the Turkey Day holiday, the end of the semester will be fast approaching.

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



Students, staff, faculty and friends enjoy a dance during the Native American Heritage Celebration at CCC on Nov. 16, 2017, at the Lone Tree campus.

CCC celebrates Native American Heritage Month with activities

Greetings CCC,

On behalf of the Native American Heritage Celebration planning committee, we want to send a big Ahé'hee'/Kwa kwaii (THANK YOU) for your support. With your support, we were able to share a small portion of Native American culture. We believe that the songs and dances that were shared will open new pathways for our students to become great leaders in their respective areas. We look forward to celebrating with each of you as we move *Onward!*

PS: It's raining! The lead singer, Rex Talyumpetewa, told us that the Hopi Butterfly Dance brings rain, and the rain brings growth, development and happiness for all living beings. So, enjoy the rain!

Native American Heritage Celebration planning committee: Janelle Indian, Bess Goh, Brian Francis, Shane Pablo, Dan Begay, Buffy Shirley, Michael Luna, Nathalie Becenti and Derik Yellowhair.

A Flickr link to photos of the celebration will be posted in a future *CoCoConnections*.



(From left to right) CCC's Janelle Indian, Summer Dennis, Vanessa Logan, Rosa Mendoza-Logan and Brittney Hornsby take the CCC Holiday Celebration by storm.

CCC Holiday Celebration a huge success!

The Coconino Community College Holiday Celebration took place Saturday, Nov. 18, at the DoubleTree Hotel.

The theme for the evening, which had more than 120 CCC employees and family in attendance, was the Roaring '20s (The Great Gatsby) and everybody had a wonderful time dancing, eating and winning prizes!

Winners of the fine gifts for the night were:

- Michael Merica: Canyon Cooler
- Rosa Mendoza-Logan: Record turntable
- Susie Tressler: Crock pot
- Kurt Stull: Bluetooth
- Colleen Carscallen: Fitbit
- Sandra Dihlmann: Camera
- Cheryl Meilbeck: Hammock and hydroflask
- April Sandoval: Fire TV Stick

Costume winners for the evening were:

- Individual (tie): Kristine Ketel and Vanessa Logan
- Group: Andrew and Emily Giralt and Rick and Sheila Tomjack

And finally, the \$500 Split the Pot went to Jerry and Sharon Bacon, but they gave their ticket to Brian Harris, who cut the Bacon's back in for half. They each received nearly \$125, and HR received the remaining half.

For photos of the Holiday Celebration, visit <https://flic.kr/s/aHsm8eECSZ>

The Holiday Celebration was brought to you by your Employee Events Committee: Summer Dennis, Rachel Edelstein, Brittney Hornsby, Janelle Indian, Vanessa Logan, Rosa Mendoza-Logan, Becky Pineda and Trevor Welker.

HR Training Day and Craft Fair 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.

Also, the HR Days "Share Your Passion" Craft Fair is Friday, Dec. 8. HR is looking for employees who want to share their passion at the craft fair. Spaces are free. Craft displayers will receive a 3-foot section of a table to show their products from 11 a.m. to 1 p.m. To sign up to be a craft displayer, visit the sign-up page [here](#).

For more information, or if you have questions, contact Dietrich.Sauer@coconino.edu, or Rosa.Mendoza-Logan@coconino.edu.



Coconino Community College

Faculty Of The Year Awards

STUDENTS, FACULTY & STAFF
NOMINATE
A faculty member for faculty of the year

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](#).



CCC President Smith to hold 'listening sessions' in Flagstaff, at CCC

Everyone is invited to attend this FREE event. Coconino Community College President Colleen A. Smith, Ph.D., will be holding a "listening session" in Flagstaff on Tuesday, Dec. 5, 5:30 to 7:30 p.m., in the gym at Killip Elementary School, 2300 E. Sixth Ave., Flagstaff.

President Smith will be asking Flagstaff residents, "If you could have any wish for your community college, what would you like to see?"

Smith will be conducting the session with Kerry Blume, former president and chief executive officer of United Way of Northern Arizona, who has more than 30 years of experience in nonprofit leadership.

Food from La Fonda Mexican Restaurant will be served at this free event.

For the benefit of students and staff, another listening session will be held on Wednesday, Dec. 13, 11:30 a.m. to 1 p.m. in the Lone Tree campus Board Room. A pizza lunch will be provided.

Any community groups interested in hosting a listening session can do so by contacting Executive Assistant to the President, April Sandoval at (928) 226-4217, or April.Sandoval@coconino.edu.

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. 20, 2017

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

Tuesday, Nov. 21, 2017

Belly Dancing Techniques, Lone Tree Room 462, 1:30-2 p.m.

Wednesday, Nov. 22, 2017

NAPEBT Inter-Agency Wellness Challenge ends

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

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

Thursday, Nov. 23, 2017

Holiday - Happy Thanksgiving!

Join CCC Instructor Adam Gifford for the Sedona Turkey Trot. There may or may not be any entries left. http://sedonarunning.com/TURKEY_TROT_5K.php .

Crossword Puzzle due next Monday at 5 p.m.

Friday, Nov. 24, 2017

Holiday - Happy Thanksgiving!

*These events require registration.

CCC Commencement 2018 undergoes change

Great plans are in progress for Coconino Community College's 26th annual Commencement to be held on May 11, 2018.

As you know, the crowds continue to grow each year, and in order to improve the experience for our students and their guests, the College will have TWO separate ceremonies on this special day.

Below are the planned times for the day:

Arts & Sciences Commencement Ceremony

- 9 a.m., Student check-in
- 10 a.m., Begin
- 11:30 a.m., End

Clean and setup for the CTE ceremony President's Sponsored Lunch

Career & Technical Education Ceremony

- 2 p.m., Student check-in
- 3 p.m., Begin
- 4:30 p.m., End

Clean up

The Nursing students voted to continue to have the Nurse Pinning Ceremony as a separate event held on Thursday, May 10, 2018. Stay tuned for more detailed information as we get closer to both ceremonies.



CCC Science Club makes holiday wreaths to support club

Coconino Community College Science Club is having a fundraiser and are selling hand-crafted wreaths!

Wednesday, Nov. 22, between 11 a.m. and 2 p.m., the club will be selling small, medium and large wreaths. Depending on the size, the prices will range from \$10 - \$30 per wreath.

If you are interested in purchasing a wreath, join us at the fundraiser next Wednesday.

If the wreaths are sold out, but you would still like to purchase one, please contact the CCC Science Club at cccscienceclub1992@gmail.com

Click on this link to view photos of the wreaths being made:

<https://www.flickr.com/gp/coconinocc/x7k8U5>

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 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 reports' 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](#).

Scarves for Scholarships to hold fundraiser

Scarves for Scholarships will be holding a fundraiser on Dec. 6 and 7 to support scholarships for students in the Nursing program at Coconino Community College.

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.

The sale will be Wednesday, Dec. 6, 10 a.m. to 2 p.m., at the Fourth Street Innovation Center, and Thursday, Dec. 7, 10 a.m. to 3 p.m., at the Lone Tree campus.

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 Stacy at (928) 226-4348 or at Stacy.Fobar@coconino.edu.



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

Upcoming Events

- **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.
- **BUDGET PLANNING:** Friday, Dec. 1, in the Lone Tree Board Room. Three opportunities for staff to offer ideas for next fiscal year's budget: 8 a.m., Provost Direct Report Budgets; 11 a.m., Executive Vice President Direct Report Budgets; 3 p.m., Executive Vice President Direct Report Budgets.
- **LISTENING SESSION:** Tuesday, Dec. 5, 5:30 to 7:30 p.m., Killip Elementary School. President Smith will ask the community about what they would like to see from

their community college. Free food by La Fonda!

- SCARVES SALE: Wednesday, Dec. 6, 10 a.m. to 2 p.m., Fourth Street Innovation Center. Proceeds benefit the Scarves for Scholarships for Nursing students.
- SCARVES SALE: Thursday, Dec. 7, 10 a.m. to 3 p.m., Lone Tree Commons.
- GAME NIGHT VI: Thursday, Dec. 7, 5 to 8 p.m., in the Lone Tree Commons. Come play video games and enjoy pizza with the Games Club.
- LISTENING SESSION: Wednesday, Dec. 13, 11:30 a.m. to 1 p.m., Lone Tree Board Room. Pizza will be served!
- 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!