

Coconino Community College

CoCoConnections

Employee newsletter

Week of Nov. 27-Dec. 3, 2017

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Shawn Montoya has been promoted to the new Perkins/Program of Study/CTE Specialist.

Dear CCC employees,

Thanksgiving is in the rear-view mirror, and Coconino Community College is on the down slope to the end of the Fall 2017 semester.

Students, faculty and staff are working hard for the end of the semester and the upcoming Winter Break.

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



CCC's Brittney Hornsby (left) and Amanda Gonzalez pick the perfect cookie at last year's contest at the Lone Tree campus.

CCC Holiday Cookie Contest showdown on Dec. 14

It's almost time for our annual CCC Holiday Cookie Contest again.

The big event happens Thursday, Dec. 14, 12:30 to 1:30 p.m., in the Faculty Break Room at the Lone Tree campus. Come enjoy some milk, cookies and goodies while celebrating the festive season with your colleagues.

Bring in your best cookies or goodies and win a coveted embroidered CCC oven mitt, lovingly created by CCC's Anatomy and Physiology guru Tom Lehman. Mitts will be offered for winners in the following categories:

- Most Original Recipe or Unique Flavor
- Most Festive Cookies or Goodies
- Best Chocolate-Chip Cookies
- Best 'Healthy' Cookies or Goodies
- Best 'Free' Recipe (gluten-free, sugar-free, dairy-free, vegan, etc.)

Please write or type out your recipe and bring copies with you when you drop cookies off to Sharri Penland at the front desk in the Administration offices by 11:30 a.m. on the contest day for judging at noon.

Sharri is also looking for two more judges to fill out the roster of five to help decide the winners. If you'd like to give your sweet tooth a workout as a judge, email her at sharri.penland@coconino.edu or call her at extension 4297.



CCC's Dr. Aaron Tabor (right) and Andrew Allen will share information during the Dec. 15 "Get the Scoop" session at CCC Page about new science and math classes they will be traveling to Page to teach beginning in the spring.

Get the Scoop: CCC Page information extravaganza Dec. 15

Folks at CCC Page will be hosting a "Get the Scoop" event on Friday, Dec. 15.

Featured during the event will be the A-Team of Science at CCC, Dr. Aaron Tabor and Andrew Allen, who will be sharing information on new "hybrid" classes they will be teaching on site in Page every other Friday beginning in the Spring semester.

Additionally, at the event there will be:

- Free food (scoops of chili and ice cream)
- Spring for Success \$750 Spring 2018 scholarship (must submit completed scholarship application at the event)
- CCC Nursing and Allied Health Director Lori Edwards will share information about the Nursing program and admission changes
- Fall 2018 Scholarship Application Kick-Off, with financial aid information from Director of Financial Aid Bob Voytek
- Careers and their costs
- Spring 2018 application, registration and advising assistance
- Canned food drive
- CCC Student Services (TRiO and CCC2NAU) will be there
- Scoop Sheet Scavenger Hunt, with great prizes

The event will be from 1:30 to 3:30 p.m. CCC Page is located at 475 S. Lake Powell Blvd.

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 Comets trivia team tests mettle Nov. 29

The Coconino Comets trivial team will be competing once again on Wednesday, Nov. 29 to challenge other local brainiacs at Uptown Pubhouse.

The event starts at 7:30 p.m. and is usually over by 9:30 p.m. Food and drink are available for purchase at Uptown, which is located at 114 N. Leroux St, downtown. Visit the [Uptown Team Trivia Facebook](#) page on the day of the event to get a special clue.



Let us know if you are coming at alumni@coconino.edu, and we will save you a seat.

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 email 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. For the crossword puzzle for this week, as well as the answers from last week's puzzle, email Sarah Southwick at sarah.southwick@coconino.edu to request it. Turn in crosswords to a Wellness Committee representative.

Monday, Nov. 27

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

Wednesday, Nov. 29

- Yoga: CCC Lone Tree Room 462 at 4-5 p.m.
- Beginning Yoga: County Human Resources at 4-5 p.m.
- Meet Me Downtown: Heritage Square at 5:15 p.m.*

Thursday, Nov. 30

- Financial Class Series: City Hall at noon-1 p.m.

Friday, Dec. 1

- Crossword Puzzle** due to a Wellness rep by 5 p.m.

*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.



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](#).

Get paid to volunteer this holiday season

The holiday season is often a time when people volunteer to help local nonprofit agencies.

And CCC is giving employees time to give back to our community through paid volunteerism. Full-time, benefit-eligible employees receive one day (based upon the hours the employee works) to volunteer for an eligible 501(c)(3) nonprofit organization. Employees have the flexibility to decide when, where and for what cause they volunteer. Community service leave (CSL) may be used in one-hour increments.

Eligible 501(c)(3) nonprofit organizations include United Way of Northern Arizona, Big Brothers Big Sisters of Flagstaff, Flagstaff Family Food Center, Catholic Charities, Coconino Humane Association, Northland Family Help Center, Flagstaff Shelter Services and more.

Remember, employees are encouraged to share their stories and photos of volunteering. For more information, visit the [HR web page](#).

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](#).

Upcoming Events

- **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.
- **TRIVIA NIGHT**: Wednesday, Nov. 29, 7:30 to 9:30 p.m., at Uptown Pubhouse, downtown.
- **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!

- COOKIE CONTEST: Thursday, Dec. 14, 12:30 to 1:30 p.m., in the Lone Tree Faculty Break Room. Win one of five embroidered mitts with a tasty recipe, or just come for the delectable delights.
- GET THE SCOOP: Friday, Dec. 15, 1:30 to 3:30 p.m., at CCC Page. Food, fun, information and meet the CCC instructors who will be traveling to Page every other week to teach science and math classes beginning in the Spring semester.
- WINTER BREAK: CCC will be closed for Winter Break beginning Thursday, Dec. 21, and running through Jan. 1, 2018. Staff returns Tuesday, Jan. 2, 2018, and classes resume Tuesday, Jan. 16 2018. Happy Holidays!