

Coconino Community College

CoCoConnections

Employee newsletter

Week of Nov. 6-12, 2017

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Patrick Martinez - Security Guard II

Dear CCC employees,

Welcome again to the weekly *CoCoConnections*. The semester is on the downhill slide and Thanksgiving is just around the corner.

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 employees, students celebrate Halloween

Coconino Community College staff and students celebrated the Halloween holiday by dressing up and having a frightfully good time.

The annual costume competition, put on by the Employee Events Committee, was a highly competitive affair this year.

The winners were:



HR's Rosa Mendoza-Logan prepares the crowd to vote for the 2017

- Individual: Charli Hausaum, for her vampiress costume.

winners of the CCC Halloween Costume Contest.

- Group: The group competition was won by Business and Administrative Services for their group effort at becoming characters from "Alice in Wonderland." Second place was highly competitive, and ultimately, the duo of Classic Batman and The Flash narrowly beat out the Scooby-Doo Crew!

For photos of Halloween costumes across the CCC Lone Tree campus, visit our Flickr page at <https://flic.kr/s/aHsm8hguRE>.

Ready, set, budget!



Coconino Community College employees listen to a budget presentation at the Lone Tree campus.

CCC is getting ready for the fiscal year 2019 budget (July 1, 2018 - June 30, 2019), and we want to hear from you!

Budget development kicked off on Nov. 3 with an open meeting providing a FY17 update and trend projections going into the FY19 budget development cycle. For next steps, all employees will be invited to attend budget meetings where budget requests can be brought forward, discussed and prioritized. If you have an idea that aligns with the CCC Strategic Plan goals of recruitment, retention or completion, these meetings provide an opportunity to share your thoughts.

Look for more emails on scheduled meeting dates and times soon. The budget kick-off presentation can be found on the Intranet on the budget page under Business and Administration: <https://intranet.coconino.edu/business/budget/Pages/default.aspx>.

Scarves for Scholarships to hold fundraiser

Scarves for Scholarships will be holding a fundraiser 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 in May 2015 from CCC 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.

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.

CCC experiences email incident

Recently, Coconino Community College experienced an unfortunate incident involving the College's email system.

A lone email was sent to all students with disturbing language that does not reflect the inclusiveness and diversity of our institution. There was no data loss or credential exposure to the College during this incident.

The College's Information Technology Services Incident Response Team was quickly able to investigate this solitary incident and initiate a plan to minimize the possibility of future incidents.

The appropriate authorities have been notified, and CCC is offering support and connection to care to all students and employees who might need to talk further about the incident. Employees may contact Dietrich Sauer, Executive Director of Human Resources, at 928-226-4204. Students may contact Veronica Hipolito, Dean of Student Development and Community Engagement, at 928-226-4329 to schedule a meeting.

HR: Important compliance notification and action required

HR message to all CCC Employees,

Every year Human Resources is required by Arizona state statute and/or federal regulations to notify all employees (full-time and part-time) about the two following procedures. One requires action on your part and the other is only informational.

Action on Your Part

- Every year, you must complete a Disclosure of Conflict of Interest Form per ARS 38-501 and College Procedure 430-02. This is required even if you completed the form last year and whether or not there have been any changes since you last completed the form. The purpose of completing this form is to remove or limit any possibility of a conflict of interest or personal influence that may bear upon an employee's decision in his/her capacity as a public employee.
- Please complete the required form (available through HR) and return it to Janelle Indian, or any member of the team, in Human Resources by Thursday, **Nov. 9, 2017**. This form is a crucial part of our ability to pass an annual audit for statutory compliance. Therefore, your effort to complete this form in a timely manner is appreciated.

Informational

- Based on state and federal regulations the College must have a Drug and Alcohol Free Workplace Policy & Procedure in place and employees must be aware of these procedures. If you have any questions about these documents, contact HR.

Bonus Information

- **Our Full Policy and Procedure Manual is available online:** <https://www.coconino.edu/policies-and-procedures>
- **What to save some \$\$? Employee discount central is located here:** <https://www.coconino.edu/employee-discount-central>
- **Are you having a tough time? Do you have a situation at home? Consider using our confidential and free employee assistance program!** <https://www.coconino.edu/employee-assistance-program>
- **Want to volunteer in our community and use our paid community leave time?** <https://www.coconino.edu/community-leave>
- Star Trek Anonymous Help Group for those consumed by Star Trek trivia meets Wednesday at 4:30 p.m. in the HR office.

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 11/22/17) -

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.**

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Monday, Nov. 6, 2017

Move It: CCC-LT RM 462 @ 2-2:30 p.m.

Yoga for Relaxation: East Library @ 5-6 p.m.

Tuesday, Nov. 7, 2017

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

Belly Dancing Techniques: CCC-LT RM 462 @ 1:30-2 p.m.

Why We Fail to Change and Three Simple Ways to Succeed: Webinar @ 4-5 p.m.

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

Wednesday, Nov. 8, 2017

Gratitude: Fuel for Life: County Health Dept, Birch RM @1 p.m.*

Yoga: CCC-LT RM 462 @ 4-5 p.m.

Beginning Yoga: County HR @ 4-5 p.m.

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

Thursday, Nov. 9, 2017

Tai Chi: Human Nature Dance Studio @ 12 p.m.

Financial Class Series: City Hall @ 12-1 p.m.

Guided Relaxation: Main Library @ 12:15-12:45 p.m.

Crossword Puzzle: Due to a Wellness rep by 5 p.m.

Friday, Nov. 10, 2017

Stretching: CCC-LT RM 462 @ 11:40a.m.-12 p.m.

*These events required registration

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	go big!	menu
The last day to pay and RSVP is Nov 9 th Please see Human Resources to RSVP	Bring a donation and receive extra tickets for the raffle! Pay with cash before Nov 3 for a chance to win a gift card	Prime rib carving station, vegetarian options, desserts and more



CCC Holiday Celebration swings into action Nov. 18, 2017

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

And with you there, it will be the sockdollager of the year! For any dew droppers who are not yet on the trolley, everything is Jake for you to ankle down to Human Resources and buy your tickets right away. Your Employee Events Committee requests all you gangsters, molls, guys and dames to get dolled up and join them 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 party will be splendid, and if you come, it will be even better. 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. Pay with cash before Nov. 3, 2017, for a chance to win a gift card. If you haven't bought your tickets yet, there's still time. Tickets are only \$10 and available in Human Resources. The last day to RSVP is Nov. 9, 2017.

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.



CCC closed for Veterans Day, Nov. 10-12, 2017

Coconino Community College will be closed Friday, Nov. 10 through Sunday, Nov. 12, 2017. Normal services will resume on Monday, Nov. 13, 2017. Have a safe and happy Veterans Day!

CCC Clery report released

The annual Clery Report for Coconino Community College has been released.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, first passed in 1990, is a federal law that requires all colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

The report may be found on the website at https://www.coconino.edu/resources/files/pdfs/security/Crime-Report/Crime_report_2016.pdf

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."

Frank added, "Plus, Dr. Karl Weyrauch talks about the biggest issue in men's 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](#).

Upcoming Events

- FIRST-GENERATION COLLEGE CELEBRATION: Wednesday, Nov. 8, 11 a.m.-1 p.m., in the Lone Tree Commons.
- VETERANS DAY: The observed day off for Veterans Day at CCC will be Friday, Nov. 10, through Sunday, Nov. 12, 2017. All services will be closed.
- 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 at the Lone Tree campus.
- 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.