

# Coconino Community College

## CoCoConnections

Employee newsletter

Week of Oct. 23-29, 2017

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### New Hires/Promotions

**David Summer**  
- Instructional Technology Technician II

**Glen Bohl** - Enrollment Services Representative

### Dear CCC employees,

SHAZAM! It's *CoCoConnections* Lite! Information when you need it! Hot off the presses. We encourage you to consider *CoCoConnections* for all of your communication needs as we have a circulation of every CCC employee (that's upwards of 300), have brand recognition, have a really cool color scheme 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](mailto:dietrich.sauer@coconino.edu), or [larry.hendricks@coconino.edu](mailto:larry.hendricks@coconino.edu), and we'll work to get it into the Monday edition.

*The CoCoConnections Team*

**CCC volunteers invited to crew a hot air balloon and staff the CCC booth at the Page Balloon Regatta & Vendor Street Fair 2017**



CCC sponsored hot air balloon, "Moonshine" (left), and "Mountain Breeze" (right) make a safe landing in Page.

## **Page/Lake Powell Hot Air Balloon Regatta 2017** **Thurs., Nov. 2; Fri., Nov. 3; Sat., Nov. 4 & Sun., Nov. 5**

Calling all CCC faculty, staff, students, alumni and friends,

It's time once again to let your CCC school spirit soar!

Volunteer hot air balloon crew members and Page Regatta Street Fair CCC booth staffers are invited to help represent CCC at the Page Hot Air Balloon Regatta 2017, Thurs., Nov. 2 - Sun., Nov., 5, 2017.

Please volunteer to crew a hot air balloon sponsored in part by Coconino Community College; and/or for staffing the CCC booth at the Page Regatta Street Fair.

### **SPECIAL NOTES:**

CCC's sponsored balloon, Moonshine, is scheduled to launch from the John C. Page Park located on the southwest corner of South Lake Powell Blvd. and South Navajo Drive.

- All hot air balloons are scheduled to launch each morning at 7:00 a.m.
- All launching locations and times are approximations and subject to change.
- All hot air balloon flights are weather permitting.
- Crewing involves helping the hot air balloon take-off and land. Click the link below to learn more about working with a hot air balloon. [Crew Training - A Guide to Working with Hot Air Balloons](#)

### **SCHEDULE OF EVENTS**

**SPONSORSHIP CHECK-IN & EDUCATION DAY AT PAGE SCHOOLS**

Thurs., Nov. 2, 2017  
Schedule TBD

### **Media Flight Day**

Fri., Nov. 3, 2017

6:30 a.m. | Briefing at the Lake Powell National Golf Course

7:00 a.m. | Crew a balloon - Moonshine, the CCC Sponsorship balloon launches from the John C. Page Park

11 a.m. to 10 p.m. | Staff the CCC booth at the Page Regatta Street Fair in the Elm Street Mall parking lot.

There will be vendor booths, food, a beer garden, live music, games and rides!

### **CCC Sponsorship Day**

Two Lucky CCC Crew Members Go Up, Up & Away!

Sat., Nov. 4, 2017

6:30 a.m. | Briefing at the Lake Powell National Golf Course

7:00 a.m. | Crew a balloon - Moonshine, the CCC Sponsorship balloon launches from the John C. Page Park

11:00 a.m. to 10:00 p.m. | Staff the CCC booth at the Page Regatta Street Fair in the Elm Street Mall parking lot

There will be vendor booths, food, a beer garden, live music, games and rides!

6:30 to 8:00 p.m. | Hot Air Balloon Glow on South Lake Powell Blvd. from Vista Ave. to South Navajo Street (no RSVP needed)

### **Crew Appreciation Day**

Sun., Nov. 5, 2017

6:30 a.m. | Briefing at the Lake Powell National Golf Course

7:00 a.m. | Crew a balloon - Moonshine, the CCC Sponsorship balloon, launches from the John C. Page Park

Click the links below to reserve your days and times.

[Hot Air Balloon Regatta Crew Sign-Up](#)

[Page Regatta Vendor Street Fair CCC Booth Staff Sign-Up](#)

For more details about the Page/Lake Powell Hot Air Balloon Regatta, and other events/things to do in Page please contact:

Hot Air Balloon Regatta Coordinator

Deedee Sadler

(928) 691-0899 Cell

[deedesadler@gmail.com](mailto:deedesadler@gmail.com) Email

Moonshine Pilots

Don & Robyn Stockley

(801) 209-8700 & (801) 913-1778 Cell(s)

[stockley10@comcast.net](mailto:stockley10@comcast.net) Email

Or visit: [www.pageregatta.com](http://www.pageregatta.com)

For details about staffing the CCC booth at the Page Regatta Street Fair please contact:

Page Site Director

Jim Hunter

(928) 645-6681 Office

[jim.hunter@coconino.edu](mailto:jim.hunter@coconino.edu) Email

Student Services Coordinator

Lena Judy

(928) 645-6691 Office

[lena.judy@coconino.edu](mailto:lena.judy@coconino.edu) Email

For details about crewing a hot air balloon please contact:

Marketing &

Events Coordinator

Brian Harris

(928) 853-8538 Cell

(928) 226-4312 Office

[brian.harris@coconino.edu](mailto:brian.harris@coconino.edu)

1920's attire optional

saturday.  
nov. 18  
Double Tree Hotel

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

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 9<sup>th</sup>. 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 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. Pay with cash for your chance to win a prize. 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.

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## 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](https://www.coconino.edu/resources/files/pdfs/security/Crime-Report/Crime_report_2016.pdf)

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## News from Auxiliary Services (and Connie and Stacie)

We are happy to say that all of CCC's Xerox copiers have arrived and are up and running.

Here are some tips to make your jobs run smoothly:

- All you need to do is choose your task and enter your copy code under "user ID." No more Comet ID.
- When scanning, press email and enter your address, NOT workflow scanning. We always want to scan to ourselves, then forward, so we have a paper trail.

Tips from Duplicating Services (the printing department):

When requesting a print job:

- Please include your copy code. We can't print without it.
- If doing something other than straight printing, such as needing colored paper, laminating, binding, etc., include your FUND/ORG number for the extra services. If you don't know what it is, ask your budget manager.

- When possible, please give 24 hours' notice for your copy job. This is just in case the copier is having issues, course packs are being printed, etc. Proper notice ensures you will have your copies when they are needed. Remember: first come, first served. For extra-large jobs that are color heavy, please let us know two weeks in advance. We need to make sure we have enough toner on hand.

## Budget Kickoff on Nov. 3, 2017

Greetings, Comets! It's hard to believe, but it is already time to start the development of the fiscal year 2019 budget.

All CCC faculty and staff are invited to attend the annual Budget Kickoff that will be held Friday, Nov. 3, 2017, at 10 a.m., in the Board Room on the Lone Tree campus. At this meeting, you will learn more about how the budget is developed, find out about different opportunities to provide input into the process and share trends you are seeing that may impact CCC in the next few years.

Please mark your calendars. We hope to see you there!

## Friday Night Lights sponsored by CCC

Coconino Community College is sponsoring this year's big football game between cross-town rivals Coconino High School and Flagstaff High School at the Northern Arizona University Skydome.

Tickets for Friday's game are now on sale and available in person at the University Union (Bldg. 60), by phone (928-523-5661) and online. Buy your tickets early and avoid the lines. Tickets are available through [NAU's Central Ticketing Office](#). Select the banner heading Athletics and then High School Athletics in the drop-down box, or there is a quick link on the page. Ticket cost is \$8 (children 6 and under free), but with online orders there is a \$1 surcharge per ticket, and there is a \$3 convenience charge. The Skydome Box Office will open at 6 p.m., with doors opening at 6:30 p.m. The game starts at 7:35 p.m.

There will be a tailgate party from 4:30 to 6:30 p.m. in the Skydome parking lot. Team seniors will be introduced at 7:05 p.m. The CHS Marching Band will take the field at 7:15 p.m. The American Flag presentation will be at 7:30 p.m., and then the FHS and CHS Combined Choirs will sing the National Anthem. At 7:33 p.m., captains will go to the center of the field for the coin toss. Kick off will be at 7:35 p.m.

Friday's game is sponsored by CCC, and there will be free fans handed out to attendees while supplies last!

## HR training continues through April

Communication, Coordination and Consistency are three other "C's" that we strive for

on an on-going basis. To this end, we are bundling our training programs in a way that does not create volume overload and heavy time constraints while still respecting individual, department and committee needs for professional development and training. Human Resources is coordinating efforts with the President's office, other leadership members as well as Sarah Southwick in Academic Affairs, to adjust how we have historically viewed and implemented our activities. In fact, for those that attended any of Sarah's recent programs, you have already received a view of our new direction. Without further ado, please return your seats to their upright and locked positions, stow your carry-ons and fasten your seatbelts.

HR Days will happen once per month, on a Friday, from October to April annually and will provide up to four different opportunities for you, including:

- **Diversity & Cultural Awareness:** Increase your knowledge and add to your awareness of cultural diversity to best fit our unique Coconino community.
- **New Skills:** Traditional training and development programs
- **Share your Passion:** This is your chance to share your own passion. Teach others to make your favorite family recipe; if you love vehicle engines, show others how to do a simple safety inspection; If you love disc golf, show others how to play; It is up to you!

We will be partnering with multiple college committees to offer the best possible assortment of meaningful activities. In addition, EDD day will be incorporated into the HR day in April with a reduced program length. Finally, we will employ a new online registration process to help you identify the programs you would like to take as well as help instructors prepare.

Tentatively, the programs will be in the afternoons on the second Friday of each month unless holidays or other activities dictate otherwise.

**What if I can't attend a training?** We will try to bring back popular sessions in future months, and we will look to post materials online for you to review on your own time. In addition, where possible and appropriate, we will look to provide on-site opportunities at Fourth Street and Page.

**I am a part-time instructor; will I be paid to attend?** We are working on a way to pay for some "seats" each month for part-time faculty. The total number is still being worked out based upon available training dollars.

Contact Dietrich Sauer, Executive Director of Human Resources, at [Dietrich.Sauer@coconino.edu](mailto:Dietrich.Sauer@coconino.edu) for details.

## Upcoming Events

- **FACT OR FICTION:** Learn about the difference between fact or fiction in news sources, Tuesday, Oct. 24, 4 to 5:30 p.m., in the Lone Tree Commons.
- **NAPEBT HEALTH FAIR:** Mammogram Screenings (Oct. 25-26, 7 a.m. - 6 p.m.) and Prostate Cancer Screenings (Oct. 25, 8 a.m. - noon). For female appointments, call 800-285-0272. For male appointments, call 800-828-6139. Appointments are

required by Oct. 23.

- FOUNDATION FUNDRAISER: Creative Spirits with Vino Loco CCC Foundation Fundraiser - Painting a Classy Pumpkin, Wednesday, Oct. 25, 6:30-8:30 p.m., at Vino Loco, 22 E. Birch Ave., Suite 1. The night includes a two-hour painting session with all supplies and canvas painting your create as a local artist and former CCC student leads the class. Join us on the patio, weather permitting. Children are welcome accompanied by a parent.
- TEAL OF TERROR: PTK and TRiO Fundraiser, Tuesday, Oct. 31, 11 a.m.-1 p.m., in the Lone Tree Commons. Food will be served at this event.
- EMPLOYEE GIVING LUNCHEON: Tuesday, Oct. 31, noon to 1:30 p.m., CCC faculty and staff who participate in payroll giving will be invited to a luncheon in the Board Room at Lone Tree campus to learn about student benefits. A catered lunch will be served and student speakers will address the group.
- CLAY CLUB BOWLS: The CCC Clay Club Bowl Extravaganza will be Wednesday, Nov. 1 and Thursday, Nov. 2, 9 a.m.-3 p.m., in the Lone Tree Commons.
- STUDENT WELLNESS FAIR: Wednesday, Nov. 1, 11 a.m. to 2 p.m. in the Lone Tree Commons.
- TRANSFER FAIR: The Fall Transfer Fair will be Thursday, Nov. 2, 11:30 a.m.-1:30 p.m., in the Lone Tree Commons. Food will be served.
- BUDGET KICKOFF: The Fiscal Year 2019 Budget Kickoff will be Friday, Nov. 3, 10 a.m.-noon, in the Lone Tree Boardroom. Food will be served at this event.
- DETENTION ACADEMY GRADUATION: Fri., Nov. 3, 10 a.m. - 11:30 a.m. in Lone Tree Commons.
- 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. 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 Tuesday, Nov. 28, 2017, during the College's operating hours 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.