

CoCoConnections

Employee newsletter

December 2016

In This Issue

Holiday Cookie Contest

Employee Assistance Program

Emergency closures

Aspen Deli hours

Holiday shopping safety

Stress relief for students

Payroll reminders

ITS survey

Healthy recipes

Call for entries!

AmazonSmile

Upcoming events

Dear CCC employees,

Hard to believe, but the Holiday Season and the end of the year approaches! This will be the final *CoCoConnections* of 2016.

The purpose of the newsletter is to fill a gap not covered by *CocoNotions*, which handles stories of student success, large events, faculty accomplishments and more. *CoCoConnections* is a way for departments to communicate events and projects being worked on by department staff. Forums and committees can submit updates as well.

CoCoConnections aggregates a variety of stand-alone emails that get sent college-wide (and that may inadvertently get deleted) into one easily read format - a one-stop shop for general college information.

CoCoConnections will be distributed the second full week of the month (except this one, of course, because we'll be taking Winter Break soon). *CocoNotions* will be distributed on the last week of the month. Entries should be submitted a week prior to publication, with a maximum of 200 words per entry.

Feedback on *CoCoConnections* or *CocoNotions* is always appreciated. Feel free to email Larry Hendricks, Public Relations Coordinator, at larry.hendricks@coconino.edu.

Happy Holidays,

The *CoCoConnections* Team

New Hires/Promotions

Cynthia Dorfsmith -
Human Resources IT Analyst

**Martha "Marty"
Johnson** - Student
Services Academic Advisor

Jessica Laessig - TRiO
Student Support Services
Project Director

Jarrett Stoll - Disability
Resources Coordinator

Holiday Cookie Contest time!

Get those mitts on, and show everyone what you've got!

The CCC Holiday Cookie Contest showdown begins Thursday, Dec. 15, 12:30 to 1:30 p.m., in the Faculty Break Room on the Lone Tree Campus. Come enjoy some milk, cookies and goodies while celebrating this festive season with your colleagues. Bring in your best cookies or goodies, and you could win a coveted embroidered CCC oven mitt.



There will be awards for the following:

- 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 and goodies off to Sharri Penland in Room 216 (front desk in the Administration offices) by 11:30 a.m. on contest day for judging at noon.

Judges are also needed to decide the winners. If you would like to be a judge or have other questions, contact Sharri ASAP at ext. 4279.

We hope to see you there!

Employee Assistance Program info sessions Dec. 13

Please mark your calendars for **Dec. 13** to hear more about the services offered through the College's new **Employee Assistance Program (EAP)**. Deborah Carr, Vice President of Clinical Services with the Jorgensen Brooks Group, will be providing three opportunities scheduled throughout the day as follows:

9 - 10:30 a.m., Room 537 (APS Room)

Emotional Intelligence: Managing Stress in the Workplace - *RSVP Required*

When it comes to happiness and success in life, Emotional Intelligence matters. Emotional Intelligence refers to the ability to monitor one's own and other's feelings and emotions, to discriminate among them and to use this information to guide one's thinking and actions. In today's workplace, these skills are important tools in your success toolbox. In this seminar you will learn to advance and practice your emotional intelligence skills.

Learning Objectives:

- Identify, use, understand, and manage emotions in positive ways to relieve stress
- Recognize Emotional Intelligence in others

- Develop skills on how to communicate effectively, empathize with others, overcome challenges and diffuse conflict

11 a.m. - noon, Room 537 (APS Room) - **RSVP Required - and 2-3 p.m., Room 457 (during Staff Forum)**

EAP Orientation: When things get tough, our EAP provided through Jorgensen Brooks Group can provide assistance and guidance to help you solve the difficult problems that might be keeping you from enjoying the important things in your life. Come hear about all the services available to CCC employees through this program.

Spots for both the Emotional Intelligence Training and the EAP Orientation session from 11 a.m. - noon are available on a first-come, first-served basis through RSVP'ing your attendance. **Please RSVP to Janelle Indian by end of the day, Dec. 9.** If you are planning to attend the EAP Orientation presentation during Staff Forum, you do not need to RSVP.

A note from Facilities on emergency closures

As we move into the winter season, inclement weather often lingers on the horizon in the Flagstaff area.

According to Kurt Stull, CCC's Executive Director of Facilities, 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 when on, the CCC campuses. 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., and all classes before 10 a.m. will be cancelled. If CCC is closed for the day, all day and night classes will be cancelled.

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, 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 at https://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/410-14_PG_Emergency_Closure.pdf

Aspen Deli to adjust hours of operation over next few weeks

Aspen Deli at the Lone Tree Campus will be adjusting its hours of operation over the next few weeks, given the close of Fall Semester and upcoming Winter Break.



According to Mary Talentinow, Director of Purchasing and Auxiliary Services, the deli's adjusted schedule will be:

- **Friday, Dec. 16:** No service. (The deli staff will be performing a deep cleaning of the kitchen facilities on this day.)
- **Monday, Dec. 19 through Friday, Jan. 6, 2017:** No service.
- **Monday, Jan. 9 through Friday Jan 13, 2017:** Full service, but the deli will be cutting back on staffing. (Less business is expected, but be patient if food preparation takes a little longer this week.)
- **Monday, Jan. 16, 2017 and continuing:** Full service, fully staffed.

Be safe out there while shopping for the holidays

Greg Giangobbe, CCC's Security Chief, would like to offer the following safety tips from the Security Department for employees' holiday shopping adventures. The Security Department wishes everybody a wonderful and safe holiday season.

- Shop during daylight hours whenever possible. If you must shop at night, go with a friend or family member.
- Dress casually and comfortably.
- Avoid wearing expensive jewelry.
- Do not carry a purse or wallet, if possible.
- Even if you are rushed and thinking about 1,000 things, stay alert to your surroundings.
- Avoid carrying large amounts of cash.
- Pay for purchases with a check or credit card when possible.
- Keep cash in your front pocket.
- Notify the credit card issuer immediately if your credit card is lost, stolen or misused.
- Keep a record of all your credit card numbers in a safe place at home.
- Be extra careful if you do carry a wallet or purse. They are prime targets for criminals in crowded shopping areas, transportation terminals, bus stops, on buses and other rapid transit.
- Avoid overloading yourself with packages. It is important to have clear visibility and freedom of motion to avoid mishaps.
- Beware of strangers approaching you for any reason. At this time of year, "con-artists" may try various methods of distracting you with the intention of taking your money or belongings.

Stress-relief activities for students next week

A variety of stress-relief activities are planned for students for the week beginning Dec. 12.

Veronica Hipolito, Dean of Student Development and Community Engagement, requests that CCC employees encourage students to take advantage of the activities. Among the activities offered will be:

Snack Attack: 8:30 a.m.-4:30 p.m., in the Student Center at the Lone Tree Campus. Students can enjoy snacks to help keep focus while studying for finals.

Chair Massage: 9 a.m.-noon, in the Student Center at the Lone Tree Campus. Students can enjoy a 10-minute chair massage to help stay stress free during finals.

Therapy Dogs: noon-1 p.m., in the Commons at the Lone Tree Campus. Therapy dogs will be "on paw" to give students the chance to calm the savage beast of stress with a petting session.

If you have any questions, contact Derik Yellowhair, Student Life Coordinator at ext. 4242.

Year-end and important payroll reminders for CCC employees

According to Bess Goh, Payroll Specialist, below is a list of upcoming dates that may be of interest to CCC employees as we approach the end of the 2016 calendar year.

Payroll reminder:

The campus closure during the Holiday Break affects the timesheet due dates for Pay Period 24 and Pay Period 1.

- Pay Period 24 (Dec. 1-15): Timesheets are due to payroll by 3 p.m. on Dec. 12.
- Pay Period 1 (Dec. 16-31): Timesheets are due to payroll by 3 p.m. on Dec. 19.

Also, please note that there is a change in the scheduled pay date for Pay Period 24. The payroll calendar is established to pay employees on the closest banking day to the 7th and 22nd of each month. This year, Dec. 22 is on a closure day. To accommodate our employees, the pay date is being changed to Dec. 21. Any employee who receives a check must pick it up by 3 p.m. on Dec. 21 to avoid having the check mailed to them. All checks remaining in the payroll office at 3 p.m. on Dec. 21 will be mailed.

Year-end reminders:

- You have to opt out of paper W-2 forms by logging into your Self-Service (Web4) account and give your consent in the Employee Tab/Tax Forms. Please note: If you have already elected this for a prior year, there is no need to log in and renew your election.
- We strongly recommend that you check your address on your check or direct deposit slip. If the address on your check or direct deposit needs to be updated, please log into

your Self-Service (Web4) account and update your mailing address.

- Exempt status on Form W-4 (Federal) and Form A-4 (Arizona) is ONLY valid for one calendar year. To continue to be exempt from tax withholdings in 2017, you must complete a new Form W-4 and/or Form A-4 no later than Feb. 16, 2017. If a new form is not received for your Federal or Arizona withholding, your status will be changed to Single with No Withholding Allowance for Federal and 2.7 percent withholding for Arizona.

Have a safe and happy Holiday Season!

Win a gift card by completing the ITS Help Desk survey

As a friendly reminder, Information Technology Services would like to remind CCC employees that ITS is conducting a brief survey and will give away a \$25 gift card to Amazon.com to two randomly selected participants.

To enter, you must fill out a 10 minute survey about your experiences with the Help Desk and other IT services. The survey is open until Dec. 16 at 11:59 p.m.

To access the survey and view the terms of the contest, visit the ITS Help Desk Survey page on the CCC website: <https://www.coconino.edu/its-help-desk-survey>

The survey is hosted on Google Forms, and will ask for your name, Comet ID, and email for the gift card entry.

You can skip this information if you do not want to be entered for the gift card and wish to remain anonymous.

Employee Wellness: Healthy recipes to try this holiday season

Try these tasty (and healthy) recipes to offer a treat to friends and family this holiday season:

Mini Brie & Apple Quiche

Ingredients

- 30 mini phyllo shells
- 2 medium apples, peeled and diced
- 5 large eggs
- 1 tsp. Dijon mustard
- 1/4 tsp. salt
- pinch of freshly ground black pepper
- pinch of ground nutmeg
- 4 oz. Brie (1/2 small wheel), cut into 30 squares

Preparation

1. Preheat oven to 350 degrees Fahrenheit.
2. Arrange phyllo shells on a large parchment-lined baking sheet.
3. Divide apples among the shells.
4. Whisk eggs mustard, salt, pepper and nutmeg in a large measuring cup.

5. Pour the egg mixture over the apples (do not overfill the shells).
6. Place a Brie square in each shell.
7. Bake until the egg is set, the Brie is melted and the phyllo is starting to brown around the edges, about 15 minutes.
8. Let cool slightly before serving.

Roasted Vegetable Antipasto

Ingredients

- 12 medium Brussels sprouts
- 4 tps. extra-virgin olive oil, plus 2 tbsp., divided
- 1 large fennel bulb, halved, cored and cut into 1/4-inch wedges
- 12 very small, thin carrots
- 1 large golden beet, sliced into 1/4-inch rounds
- 1 tsp. kosher salt, divided
- 1 large clove garlic, minced
- 2 tbsp. lemon juice
- 1 tsp. capers, chopped

Preparation

1. Preheat oven to 425 degrees Fahrenheit.
2. Trim and halve Brussels sprouts; toss with 1 tsp. oil in a medium bowl. Spread in a single layer on half of a large baking sheet.
3. Toss fennel in the bowl with another 1 tsp. oil; spread on the other half of the pan.
4. Toss carrots in the bowl with another 1 tsp. oil, and spread on half of a second baking sheet.
5. Toss beet slices with another 1 tsp. oil; spread on the other half of the pan.
6. Sprinkle the vegetables with 1/2 tsp. salt
7. Roast the vegetables, stirring once halfway through until soft and beginning to caramelize, 25 to 30 minutes.
8. Meanwhile, mash garlic and the remaining 1/2 tsp. salt in a small bowl until a paste forms. Add lemon juice and capers. Whisk in the remaining 2 tbsp. oil; drizzle over the vegetables.

Enjoy!

Call for entries: 'Mangled' voicemails, employee holiday plans

Two brilliant ideas for stories have come down the pike in recent days that will give all CCC employees a chance to chime in.

"Mangled" Voicemails: Brian Wilson, CCC's Network Administrator, said that he's been getting some strangely translated, and often funny, voicemails through Outlook.

"I only see mine," Wilson said. "Some of them are pretty hilarious. I know others are getting some outrageous ones ..."

Holiday Plans: Tom Tarbell, Institutional Research Assistant, said he thought about some story ideas that might pique the interest of readers of *CoCoConnections*. He happened upon the idea of asking CCC employees about some interesting plans they might have during the Holiday Break.

Employees who want to share their funniest and most mangled voicemails, or who want to share their plans for Holiday Break can do so by emailing them to larry.hendricks@coconino.edu.

The submissions will be posted in the January 2017 edition of *CoCoConnections*!

Consider AmazonSmile donations this holiday season

Did you know that you can benefit scholarships at CCC while doing your holiday shopping online?

The AmazonSmile program doesn't cost you anything. For each of your purchases, Amazon will donate a small percentage of the sale to the CCC Foundation. Please consider enrolling at smile.amazon.com/ch/86-0717956. #StartWithaSmile

Upcoming Events

- HOLIDAY CELEBRATION: This year's Holiday celebration will be held at the Double Tree on Saturday, Dec. 10, from 5 to 11 p.m.
- STAFF FORUM: The Coconino Community College Staff Forum will be Tuesday, Dec. 13, 2 to 3 p.m., in Room 457 at the Lone Tree Campus.
- FACULTY SENATE: The Coconino Community College Faculty Senate will meet Tuesday, Dec. 13, 3 to 4:30 p.m., in Room 537 at the Lone Tree Campus.
- WINTER BREAK: Winter break will be Dec. 22 to Jan. 2. College reopens on Tuesday, Jan. 3, 2017.
- TEAL TUESDAY: Teal Tuesday is celebrated on the first Tuesday of each month. The next one is Jan. 3, 2017. CCC students and employees at all CCC locations are encouraged to show their CCC pride and wear teal and/or CCC gear on campus or post a selfie on our Facebook page for a chance to win a prize!
- MLK HOLIDAY: The Martin Luther King Jr. holiday is Monday, Jan. 16, 2017. The college will be closed.
- SPRING SEMESTER: Instruction begins Tuesday, Jan. 17, 2017.