

## CoCoConnections

Employee newsletter

January 2017

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### Dear CCC employees,

A new year and a new semester are upon us. Welcome back, everybody, from Winter Break!

The purpose of this 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. *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](mailto:larry.hendricks@coconino.edu).

Wishing everybody a great new year and semester,

The *CoCoConnections* Team

### New Hires/Promotions

**Dietrich Sauer** - Human Resources Executive Director

**Kim Shaw** - TRIO Student Support Services Learning Specialist Sr.

## Online Compliance Training

By now, most employees should have received an email from SafeColleges, our contracted provider of online safety and compliance programs geared to help employees in higher education understand the federal, state and/or college policies we are all held accountable for. Please be on the lookout for this email, which will provide you with access to the training website and instructions on how to complete the mandatory compliance training program that consists of the following courses:

- Sexual Harassment
- Title IX and Sexual Misconduct

- Campus SaVE Act for Employees
- Cybersecurity
- FERPA (Family Educational Rights and Privacy Act)
- Clery Act
- Drug-Free Workplace

All full- and part-time employees are required to complete these courses by the end of May. The classes can be accessed 24 hours a day, seven days a week from anywhere Internet is available.

The best part about the SafeColleges program is that it is 100 percent campus focused. All courses have been developed exclusively for academic use and include scenarios in campus settings, so the content is relevant and applicable. Also, in addition to the mandatory compliance training, employees have free access to more than 100 online courses in several safety and compliance categories that include: environmental safety, facilities, human resources, safety and security. These optional classes are available to employees at their discretion based on interest.

If you have any questions about this program, or your access, please contact a member of the Human Resources team.

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## CCC Library webpage has new look, easier navigation

The Coconino Community College Library webpage received a revamp, and it also offers students, faculty and staff easier navigation.

According to Luke Owens, Library & Learning Resources Coordinator, he began working on the project in October in an effort to get away from the previous model, where NAU was maintaining the bulk of CCC's library web presence. The new CCC Library pages are hosted within Cline Library's LibGuides installation, but Owens has complete control over them from CCC.

LibGuides, a content management system for libraries, makes it easy to generate library resource tutorials and resource pages, and it will allow Owens to share content with CCC's colleagues at Cline Library. The new homepage features a large search box with three different search options. Users can begin searching a general reference database, then progress to books, and finally peer-reviewed articles from EBSCO. There is also information about Cline Library, contact information, and an appointment widget that will allow students to make research consultation appointments with Owens directly. Best of all, the LibGuides platform allows Owens to create custom library guides for specific CCC courses and assignments, so students can be linked directly to the resources most relevant to their studies.

The new Library page is live and can be accessed from the CCC homepage, or at <http://libraryguides.nau.edu/ccc>.

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## A note from Facilities on emergency closures

As we start the Spring Semester, inclement weather and snow 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](http://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](https://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/410-14_PG_Emergency_Closure.pdf).

## Employee Assistance Program: 'Mind Your Money' online seminar

As part of the Employee Assistance Program, there will be a free online seminar on how to "Mind Your Money: Ensuring Your Financial Well Being," starting on Jan. 17.

According to information from the Jorgensen Brooks Group, financial worries are the most common source of stress globally, but few people have an understanding about how their money works. Becoming financially literate is the best way to avoid problems with credit and debt, and allows you to save for big purchases and comfortable retirement. Your Employee Assistance Program can help with a full selection of financial articles, tip sheets, financial calculators and other tools to help you get the answers you need.

The seminar that begins on Jan. 17 will focus on maintaining personal and fiscal resiliency during tough economic times. Learn how to develop a "stress plan" to visualize a more positive financial future. Understand the process of prioritizing your needs and exploring the full extent of your assets.

Online seminars can be found on the Jorgensen Brooks site at [www.jorgensenbrooks.com](http://www.jorgensenbrooks.com). On the JBG homepage, locate "JGB Personal Care" on the left-hand side and click on it. You will be directed to another section of the website. Follow the instructions on the right-hand side to visit your JGB Personal Care Services. Once in the JGB Personal Care website, across down and find "Online Seminars,"

commonly known as "Monthly Webinars." Click on the plus (+). Then select the webinar you would like to attend.

JGB also has an archived database to view any webinar within the last three years. Some of the monthly themes for the online seminars this year include: "Ignite a Spark: Expanding your life through creativity"; Accentuate the Positive: Taking a more mindful approach"; "Staying Power: Resiliency skills for caregivers"; "#Happiness: Creating support environments for children"; "Going the Distance: The path to total well-being"; and many more.

## For faculty: Let students know about Scholarship Seminars

It's time for Coconino Community College students to apply for scholarships for the 2017-18 academic year, and to get students ready, there will be two seminars to help.

Both seminars will be on Wednesday, Feb. 8. The first seminar will be 11:30 a.m. to 12:45 p.m. The second seminar will be 4 to 5:15 p.m. At the seminars, scholarship applicants will receive guidance in writing the scholarship essay, applying for the Free Application for Federal Student Aid (FAFSA), and navigating the web for other external opportunities. The seminar will also feature information on the Arizona Community Foundation, and ACF or CCC staff will be on hand to walk students through the online application process for funds through the Arizona Community Foundation and the CCC Foundation.

The Arizona Community Foundation offers more than 90 different scholarship opportunities for Arizona residents, and they can be viewed at [www.azfoundation.org](http://www.azfoundation.org). The CCC Foundation offers more than 35 different merit scholarships that can be applied for with a single application. Criteria for each scholarship is listed at [www.coconinofoundation.org](http://www.coconinofoundation.org)

Parents are welcome to attend. Earn a degree debt-free!

The seminars will be held at the CCC Lone Tree campus. The morning seminar will be in the Board Room. The afternoon seminar will be in the APS Room (Room 537). For more information, contact Rachel Edelstein at [Rachel.Edelstein@coconino.edu](mailto:Rachel.Edelstein@coconino.edu), or call (928) 226-4384.

## Aspen Deli to feature new menu items

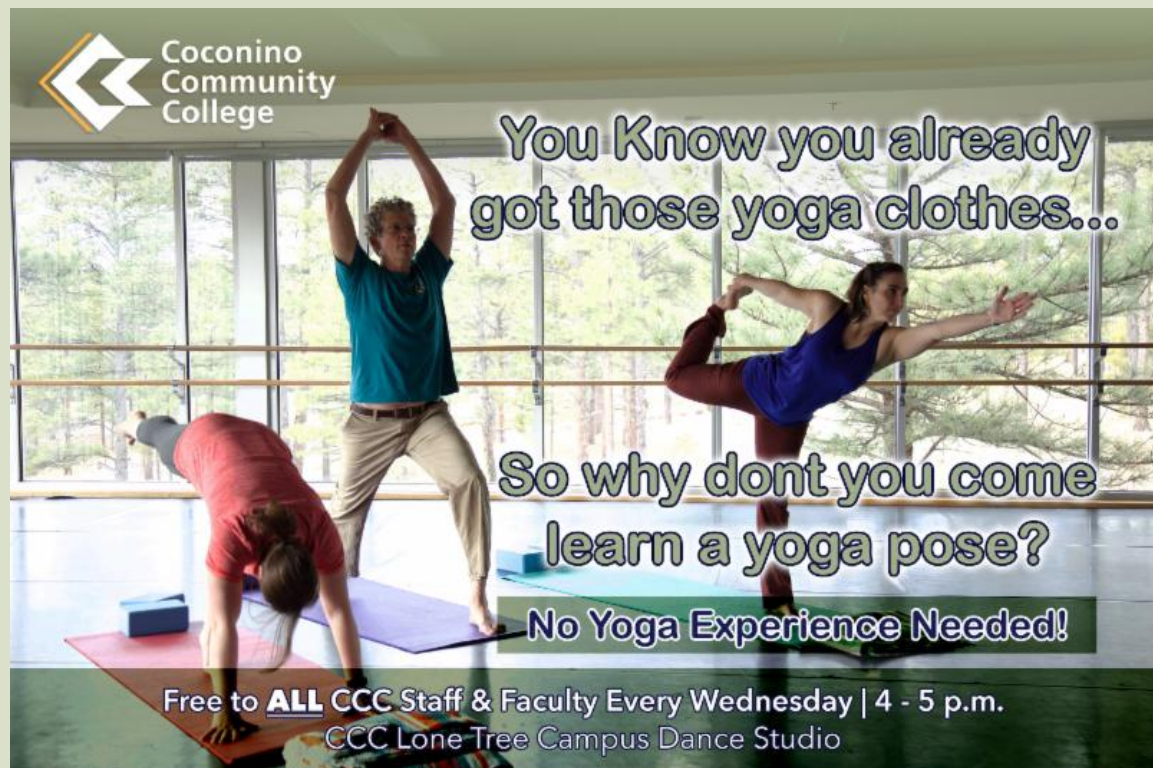
Aspen Deli at the Lone Tree Campus will be going back to normal hours beginning on Jan. 17, 2017, the first day of the Spring semester.

According to Mary Talentinow, Director of Purchasing and Auxiliary Services, a new menu for 2017 is going to be ready soon. Items that were not often purchased are



being eliminated, and some lower-priced items (macaroni & cheese, tater tots, chicken tenders) are being added or kept.

Aspen Deli's normal business hours are 8 a.m. to 4 p.m. during the school week.



## Yoga classes with Mitch

You know you already got those yoga clothes. So why don't you come learn a yoga pose?

Mitch Driebe, Learning Support Program Coordinator, will host a yoga class at the CCC Lone Tree Campus Dance Studio every Wednesday, from 4 to 5 p.m. The class is free to all CCC staff and faculty. No yoga experience is needed.

Come join him!

## Wellness Challenge: Fight off those sugar cravings!

The Northern Arizona Public Employees Benefit Trust (NAPEBT) has begun the "Sugar Challenge."

Fight off those cravings with the following strategies:

- Sleep: Less sleep sets you up for more cravings the next day.
- Drink lots of water: When you feel hungry, make sure it's not thirst kicking in.
- Eat moderate healthy fats: These will help you stay full and satisfied longer.
- Limit caffeine: Caffeine encourages your body to crave more sugar; try limiting your daily caffeine intake.
- Relax: Stressing about the Sugar Challenge will only create more cravings.

To download a tips packet, frequently asked questions on the Sugar Challenge, and other Sugar Challenge emails, visit <http://mywellsite.com/NAPEBT>.

## Share your wellness stories with NAPEBT

Katie Wittekind, Wellness Manager for the Northern Arizona Public Employees Benefit Trust (NAPEBT), has requested we reach out to CCC employees for success stories about their experience with the Wellness Program or wellness in general.

According to Janan Scott, CCC Purchasing Specialist II, Wittekind would like to feature the stories in NAPEBT promotional materials as well as at the annual awards banquet. Interested parties can send their success stories to Scott. Once she has interested employees sign a NAPEBT waiver, she can forward the stories to Wittekind.

To contact Scott for more information, call ext. 4313, or email [janan.scott@coconino.edu](mailto:janan.scott@coconino.edu).

## Women's Leadership Summit in Flagstaff March 25

A Women's Leadership Summit is coming to Flagstaff.

"Managing Conflict and Change" will be March 25, 2017, 9 a.m. to 4:30 p.m., at the Kilted Kat. Learn how to:

- Stay afloat during change
- Be a supported positive change agent
- Roll out change to your team
- Have accountability conversations
- Have healthy conflict with employees, bosses, intimate partners, friends and colleagues

All attendees will receive gift certificates and lunch. Price for the summit is \$197, and a portion of the proceeds will be donated to Feeding Northern Arizona's Future. For more information, email [pvstickler@gmail.com](mailto:pvstickler@gmail.com). To register and learn more, visit [www.LancasterLeadership.com](http://www.LancasterLeadership.com).

## Business Office picks ugly sweater; volunteers at food bank

The CCC Business Office had a fun and festive holiday season. Congratulations to Gina Couillard (*far right in the green sweater in the top photo*) for winning the



Ugly Sweater contest! The crew also volunteered a few hours together at the Flagstaff Family Food Center, Kitchen & Food Bank, sorting food and cleaning up.

We hope everyone enjoyed their holiday vacation time, and the Business Office looks forward to supporting the great faculty and staff of Coconino Community College in 2017!



## As promised: Some 'mangled' voicemails ...

The badly mangled voicemails translated by Outlook have started coming in.

Brian Wilson, CCC's Network Administrator, started the ball rolling by saying that he's been getting some strangely translated, and often funny, voicemails through Outlook. He wanted to get others in the CCC community to share some of their mangled messages.

The following are some samples received by CoCoConnections by CCC staff:

- *"Hi Dan this is kick ball about assess it management CC fobar wanted me to be in touch with you."*
- *"So the this eat see skinny today we GARP this ..."*
- *Hello hi injudicious time cobra from GIFESAP."*

From Brian Wilson, Network Administrator

- *"Hello Summer inside John Hanson calling."*
- *"Hello Summer this is Joe today now the whole earn which 1:01 car instructor part trying I'm in message news sheet shout one."*
- *"Hi Summer this she's been sent to go blown ... would could also needs I don't mind coming but the green sheet college."*
- *"Hi Summer scam eagerly awaiting our conversation a companion conversation about thing which 100 give me a call."*
- *"Good morning issues I've been sent to go home and calling you because about she'll do the walk told me that so you guys require in all it D instructors to."*

From Summer Dennis, Academic Operations Coordinator

Employees who want to share their funniest and most mangled voicemails can do so by emailing them to [larry.hendricks@coconino.edu](mailto:larry.hendricks@coconino.edu).

## Upcoming Events

- **MLK HOLIDAY:** The Martin Luther King Jr. holiday is Monday, Jan. 16, 2017. The college will be closed. There will be a MLK Community Celebration program at NAU on Monday. At 1 p.m., a march will start from the NAU Union and end at the du Bois Center Ballroom. At 1:30 p.m., there will be a program showcasing talents and several speakers at the ballroom. All CCC employees are invited to

participate.

- SPRING SEMESTER: Instruction begins Tuesday, Jan. 17, 2017.
- RESOURCE FAIR: The Resource Fair provides information for student success from the Flagstaff community, including scholarships, financial assistance, education, careers, jobs, transfer, health & wellness, childcare, clubs and more. Wednesday, Jan. 18, 11 a.m. to 2 p.m., in the Lone Tree Campus Commons.
- DGB SWEARING-IN CEREMONY: CCC invites you to join us as we swear in our newly elected District Governing Board Members, Ms. Patricia Garcia - District 2, and Dr. Marie Peoples - District 3. There will be a ceremony and reception on Friday, Jan. 20, 2017, 4 to 5 p.m., in the Lone Tree Campus Board Room.
- CLUBS & ORGANIZATIONS FAIR: Learn how to participate in clubs and organizations at CCC. Wednesday, Jan. 25, 2017, 11 a.m. to 2 p.m., in the Lone Tree Campus Commons.
- TEAL TUESDAY: Teal Tuesday is celebrated on the first Tuesday of each month. The next one is Feb. 7, 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!
- SCHOLARSHIP SEMINARS: Two seminars on Wednesday, Feb. 8, 2017. First one is 11:30 a.m. to 12:45 p.m., in the Lone Tree campus Board Room. Second one is 4 to 5:15 p.m., in the Lone Tree campus APS Room (Room 537).
- PRESIDENTS DAY: The Presidents Day holiday is Monday, Feb. 20, 2017. The college will be closed.
- READING SERIES: CCC faculty member Kate Harkins will be reading at the Narrow Chimney Reading series at Uptown Pubhouse, 114 N. Leroux St., on April 3, 2017, at 7 p.m.