

CoCoConnections

Employee newsletter

October 2016

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Kurt Stull - Executive
Director of Facilities

Dear CCC employees,

In the interest of improved communication, the College now offers a more employee-based newsletter to be distributed on a four-week cycle.

The purpose of this new 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 their events and projects they are working on. The 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 hopeful maximum of 200 words per entry.

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

Mark Easton set to retire!

Mark Easton, Executive Director of Facilities, retires on Nov. 3, and CCC employees will be celebrating Friday, Oct 14, with a farewell cake.

The celebration will be in the Lone Tree Campus Commons at 2 p.m. Please join us for some cake and to wish Mark well in his retirement.



According to information from Vice President of Business and Administrative Services Jami Van Ess, Mark joined the College in August 1994 and has served CCC for more

than 22 years. Before joining CCC, he spent four years as a maintenance supervisor for Maricopa County and spent 15 years working in the HVAC industry in Phoenix. In his spare time, Mark spent three years as a part-time instructor for Gateway Community College. He taught a variety of classes, including HVAC, electrical and sheet metal. Mark was instrumental in building CCC from the ground up by overseeing the construction of the Page and Lone Tree campuses, the Williams building and numerous remodeling projects at the Fourth Street campus. In his retirement, Mark plans to travel and to continue his hobby of rebuilding cars.

***Chronicle of Higher Education* premium access**

For the next year, anyone at a CCC campus, or anyone with a CCC email address, can access all articles on the website of the *Chronicle of Higher Education*. April Sandoval, Executive Assistant to the President, (April.Sandoval@coconino.edu) can email documents on how to access the *Chronicle* and the types of features you will be able to use.

Please make sure to read the permissions and restrictions documents on the *Chronicle's* webpage (www.chronicle.com) to understand how information from the site can be used. Individuals who misuse information from the site can be held individually accountable, as can the College, for any violations. Users should be aware that they are legally bound to these terms simply by accessing or using any part of the site.

We hope you enjoy this new resources. Near the end of our year's license, we will look at usage statistics to determine if the subscription is worth renewing.

Learn how to use Mountain Line

Did you get your free bus pass, but you don't know which route to take?

According to information from Dean of Student Development and Community Engagement Veronica Hipolito, there will be a Bus Travel Training on Tuesday, Oct. 18 from 11:15 a.m. to 12:15 p.m., in room 122, and on Thursday, Oct. 20, from 2:15 to 3:15 p.m., in room 457.



The training will include the following:

- Route/trip planning
- Hands-on demonstration with a Mountain Line bus
- Fares
- How to board and disembark
- How to load your bike on the front of the bus
- Rider etiquette

If you have any questions, please contact Amanda Gonzalez at extension 4329, or Derik Yellowhair at extension 4242.

Navajo Nation parade volunteers needed

Volunteers are needed for the Western Navajo Nation Vendor Fair & Parade 2016 this weekend.

According to information from Brian Harris, Marketing and Events Coordinator, help is needed to celebrate CCC's 25th anniversary at the fair and parade in Tuba City.

Although the fair began Thursday, volunteers can still help on Friday, Saturday and Sunday, with Saturday being the priority. All volunteers receive one FREE CCC T-shirt.

Sign up at the [Doodle link](#) to staff the booth at the Western Navajo Fairgrounds. Walk or drive with the CCC parade entry on Saturday.

For parade and fair details, contact Shaun McKernan at (928) 814-2626, or shaun.mckernan@coconino.edu; or Dan Begay at (928) 226-4239, or daniel.begay@coconino.edu.

Employee Giving Save-the-Date

"Save the Date" for the Employee Giving Luncheon!

According to information from Rachel Edelstein, Donor & Alumni Relations Coordinator, the CCC Foundation will host a catered luncheon for all employees who contribute to student success through monetary donations. Please mark your calendar for Wednesday, Nov. 2, noon to 1 p.m. Electronic invitations will be sent to Employee Giving participants next week. There is still time to enroll in the Employee Giving program. For more information, please stop by the Foundation Office or contact Foundation staff (stacy.fobar@coconino.edu, rachel.edelstein@coconino.edu, or scott.talboom@coconino.edu).

Knit your way to support CCC scholarships

Are you a knitter or know someone who is?

Help the CCC Foundation raise money for the Scarves for Scholarships Nursing fund by joining us in creating scarves, mittens, gloves and more. The Foundation will be hosting a knitting circle later this month. If you are interested in joining or donating handmade knitted or crocheted items, please contact Stacy Fobar at stacy.fobar@coconino.edu, or extension 4348.

Prop 410 Information Sessions continue

The General Election is on Tuesday, Nov. 8, 2016.

According to information from Dean of Student Development and Community Engagement Veronica Hipolito, CCC has done a tremendous job of reaching out to the community and explaining all the facts about Prop 410. However, many of our employees still have questions, and several Open Info Sessions have been conducted at

the Lone Tree and Fourth Street campuses.

The following is a list of dates for Open Info Sessions about Prop 410 at the Lone Tree Campus Board Room:

- Friday, Oct. 14, 4:40-5 p.m.
- Monday, Oct. 17, 2-2:30 p.m.
- Thursday, Oct. 20, 4-4:30 p.m.
- Monday, Oct. 24, 8-8:30 a.m.
- Tuesday, Oct. 25, 2-2:30 p.m.
- Friday, Oct. 28, 10-10:30 a.m.
- Wednesday, Nov. 2, 10-10:30 a.m.
- Thursday, Nov. 3, 5-5:30 p.m.

There is one last meeting at the Fourth Street Campus, room B34, Thursday, Oct. 13, 3:30-4:30 p.m.

For more information, contact Shaun McKernan, Special Initiatives Coordinator at shaun.mckernan@coconino.edu, or extension 4318.

HR policy highlight: 410-13 Voting Leave and 430-03 Political Activity

In light of the upcoming events, HR would like to draw your attention to a few timely policies.

The first is 410-13 Voting Leave. This policy outlines the guidelines for taking off time with pay to vote in Primary or General Elections. Essentially, employees are eligible for leave time to vote as long as it is not longer than three consecutive hours. This leave should be scheduled prior to the day of the election with your supervisor. It will not count against any accrued PTO.

The second policy is 430-03 Political Activity. This policy defines how employees can engage in political activities outside of assigned work hours, but not allow their interest to affect their performance and job responsibilities or relationships. If an employee plans to campaign for a public office or is elected, they will need to request a personal leave of absence if those duties prevent them from accomplishing their position's responsibilities.

Details about these policies, and more, can be found at <https://www.coconino.edu/policies-and-procedures#400-499>.

Benefit/program highlight: Know Your Numbers

Screening adds up to better health. And your Employee Assistance Program can help add your numbers up to better health.

According to information from the Jorgensen Brooks Group Employee Assistance Programs, an online seminar is available starting Oct. 18, called "Better Health Through Screening." Find out which health screenings are most important for you and what those numbers mean.

Go to www.jorgensenbrooks.com, and locate "JBG Personal Care" on the left hand side and click it. Follow the instructions on the right hand side to visit your JBG Personal Care Services. Find "Online Seminars," and click on the plus (+). Select the webinar you would like to attend. Assistance may also be found at 1-888-520-5400.

There is also an archived database for you to view any webinar within the last three years.

Updated hotel/meal rates

The State of Arizona has updated its Lodging and Meal Rates (per diem), and CCC has posted the latest information to its Intranet.

According to information from Mary Talentinow, Director of Purchasing and Auxiliary Services, the new rates can be found under Business & Admin/Purchasing/Lodging and Meal Rates (issued 3/28/16).

This information replaces any previous versions. If you have any older versions printed for your own reference, please replace them with the newer rate schedule.

Performance evaluations training schedule

The following is the Performance Evaluations Training Schedule for Coconino Community College:

- Oct. 19 - Board room: 9-10 a.m. for supervisors; 2-3 p.m. for employees
- Oct. 26 - APS room 537: 10-11 a.m. for employees; 2-3 p.m. for supervisors
- Oct. 28 - APS room 537: 10-11 a.m. for supervisors; 2-3 p.m. for employees
- Nov. 3 - Board room: 9-10 a.m. for employees; 1-2 p.m. for supervisors
- Nov. 8 - APS room 537: 10:30-11:30 a.m. for supervisors; 1-2 p.m. for employees
- Nov. 18 - APS room 537: 9-10 a.m. for employees; 1-2 p.m. for supervisors

For more information about the training schedule, contact Rosa Mendoza-Loga, Human Resources Coordinator at Rosa.MendozaLogan@coconino.edu, or extension 4350.

Time for a 15-minute makeover

Looking for something to do this weekend that will get your body moving? Got 15 minutes to help keep Flagstaff beautiful?

According to information from Janan Scott, Purchasing Specialist II, community members will be gathering at 10:15 a.m. Saturday to pick up litter where they work, live or play. Trash bags and disposable gloves will be available for pick up at the Lone Tree campus Faculty Support desk after 1 p.m. Friday.

After the event, you can post a photo of yourself with your full trash bag on the City of Flagstaff's Facebook page, tagged with #Flag15 to be entered into a drawing for a gift certificate to a local restaurant. We also encourage participants to show their CCC spirit

by tagging #CCC Proud!

Also, don't forget to check out the [Wellness portal!](#)

Upcoming Events

- A 'CURIOS' NIGHT AT CCC: Come listen to contributors to CCC's "Curios" literary magazine read their work, and for an encore, renowned author Dagoberto Gilb will read his work as part of the Northern Arizona Book Festival. The free event is Friday, Oct. 14, 6-8 p.m., at the CCC Lone Tree campus, 2800 S. Lone Tree Road.
- IA OPEN FORUM: Please join Institutional Advancement at an Open Forum on Monday, Oct. 17, from 4 to 5 p.m., in the Lone Tree Board Room. The department will be airing the 25th anniversary video and discussing marketing and public relations. The CCC Foundation will also be on hand to answer any questions you may have.
- ARCHAEOLOGY OF EASTER ISLAND: Vice President of Academic Affairs Dr. Dudley Gardner will offer a free talk on the "Archaeology of Easter Island," 6:30-7:30 p.m., in room 457 at the Lone Tree campus, 2800 S. Lone Tree Road. The lecture is free.
- DGB MEETING: The CCC District Governing Board will meet Wednesday, Oct. 26, 4-7 p.m., in the Board Room of the Lone Tree campus, 2800 S. Lone Tree Road. Work sessions typically begin at 4 p.m. Regular meetings begin at about 5:30 p.m.
- MOBILE MAMMOGRAPHY: The Northern Arizona Public Employee Benefit Trust will have Mobile On-Site Mammography services at the Aquaplex, 1702 N. Fourth St., on Oct. 27, 7 a.m.-6 p.m., and on Oct. 28, 7-11 a.m. To schedule an appointment, call (480) 967-3767, or 1-800-285-0272.
- START PROGRAM WORKSHOPS for October: Student Transitions and Academic Readiness Training is a program designed to support students in the achievement of their educational goals. This month's training topics include: Note Taking, Text Reading, Resume Writing, Financial Literacy and Write-On.
- TEAL TUESDAY: Teal Tuesday is celebrated on the first Tuesday of each month. The next one is Nov. 1. 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!
- CAREER & TECHNICAL EDUCATION DAY: Come celebrate Career & Technical Education Day at the CCC Fourth Street campus, 3000 N. Fourth St., 10 a.m. to 2 p.m., Saturday, Nov. 5. The event will be open to the public.
- VETERANS DAY: All CCC locations will be closed in observance of Veterans Day, Nov. 11.
- HOLIDAY CELEBRATION: This year's Holiday celebration will be held at the Double Tree on Saturday, Dec. 10, from 5 to 11 p.m.