

## CoCoConnections

Employee newsletter

September 2016

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### New Hires/Promotions

#### **Sarah**

**Southwick** - Assessment,  
Program and Training  
Coordinator

**Alex Purchase** - HS2CCC  
Coordinator

**Magi Van Cleave** -  
Administrative Assistant Sr.

**Jeff Jones** - Dean of Math  
and Sciences

**Meredith Munger** -  
Teaching & Learning  
Center's Lab Assistant

**Ashley Joyce** - SS Peer  
Advisor

**Ty Begay** - SS Peer  
Advisor

**Bailey Brown** - SS Peer  
Advisor

### Dear CCC employees,

In the interest of improved communication, we are moving forward with a more employee-based newsletter to be distributed on a four-week cycle.

The purpose of the new newsletter would be to fill a gap not covered by CocoNotions, which handles stories of student success, large events, faculty accomplishments and more. It would be a way for departments to communicate either their events or a project they may be working on. The separate forums or committees could submit updates as well.

The thought is that it aggregates a variety of stand-alone emails that get sent out college-wide (and that may inadvertently get deleted) into one easily read format - a one-stop shop for general college information, if you will.

Entries would be submitted a week prior to sending out the information, with a maximum of 200 words per entry. Beginning in September, CoCoConnections will be distributed the second full week of the month.

Feedback you might have on launching this new newsletter would be appreciated. Feel free to email Larry Hendricks, Public Relations Coordinator, at [larry.hendricks@coconino.edu](mailto:larry.hendricks@coconino.edu).

## Introducing CANVAS 24/7 Help

The TLC (Teaching and Learning Center) is thrilled to announce we now offer Canvas support anytime, day or night.

The support is for instructors and students.

This support not only covers problems, but also how-to questions.

There is an excellent response time to Help Tickets.

Support can be reached in three ways:

- Phone: 1-844-898-3885
- Chat: Click "Help" in Canvas, then click "Live Chat"
- Web form: Click "Help" in Canvas and then "Report a Problem"

For questions, please contact the TLC at 928-226-4331.

## I-9 Reverification Thank You!

Human Resources wanted to thank all of staff and faculty for being so understanding and helpful during this reverification process. Everyone's availability and willingness to fill out new forms and bring in their identification helped HR in their efforts to complete this process. Thanks also to supervisors and leadership throughout the college for support and assistance. Finally, a huge shout out to Compliance Specialist, Gina Couillard for her time and efforts as part of the project team.

As HR nears the end of this project, they will be reaching out and making contact with those individuals who are still outstanding.

## CPOS. (Coursework in Program of Study) What is it and how does it affect you?

Federal regulations state that students may only receive Federal Title IV Funds (Pell Grants, Direct Loans, Supplemental Educational Opportunity Grant, Federal Work Study) for courses that count toward their degree/certificate. This is commonly referred to as Coursework in Program of Study (CPOS). To comply with this regulation, colleges must track the courses a student is registered for and ensure they count towards their degree or certificate. Vendors have not yet released reliable software to conduct this monitoring, so schools that are compliant are undertaking a painstaking task of evaluating students manually every time they add a course to their schedule or change their major. This can mean evaluating an individual student five or more times during a semester.

These are the actions taken at CCC to ensure compliance with the law. Beginning in January, 2016, Bob Voytek, Director of Financial Aid and Veteran Services, consulted with several institutions in Arizona and in the western region - all in varying states of compliance. He attended meetings with Faculty Senate, Academic Standards, Curriculum Committee, Student Services and College Council to inform constituents of CPOS. At that time, it was hard to say what the impact on students would be. As time has gone by, it has become more clear.

In the summer of 2016, approximately 10% of financial aid students registered for at least one course that did not count in their program of study and needed intervention. By fall 2016, that number had increased to about 20%. It is believed that the limited core curriculum offerings in the summer versus the diverse offerings in the fall have

contributed to this increase in students who have at least one class that is out of program. Sometimes there is no effect if a student has a class that is out of program, and other times it causes their financial aid to be reduced by thousands of dollars or even canceled. The Office of Financial Aid has developed a resource webpage for students at <https://www.coconino.edu/details/coursework-in-program-of-study> and sent all financial aid students emails explaining the rule.

A multi-office workflow has been created in order to help students get into the correct classes. Staff from Financial Aid and Business Administration manually evaluate student coursework in the Degreeworks system. If a student has one or more classes out of program, the student is sent an email letting them know of the issue. That student's information is also passed to Student Advising and an academic advisor reaches out to help get the student on track. Sometimes the student learns that there is a better major that is more applicable to the courses they want to take. Other times the student just wants to take the class that is out of program, and decides to pay for it using their own funds.

Like any new regulation, this one will take some time to get used to. CCC is doing a nice job helping our students through this regulation while ensuring compliance. We have assembled a list of CPOS frequently asked questions to help you further understand how it works. They are available here:

<https://www.coconino.edu/details/coursework-in-program-of-study>

## "Log Out" Icon

IT has added a new "Log Out" icon on your desktop.

Due to the upgrade to Windows 10, some users have had issues finding the option to log out of the computers. ITS has created a friendly, easy to use icon to help faculty, staff and students log out of their computers.

For any questions, please contact the Help Desk at (928) 226-4357 or by email at [its.helpdesk@coconino.edu](mailto:its.helpdesk@coconino.edu).

## 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>.

## CCC Employee Giving Kick-Off

Coconino Community College faculty and staff are invited Tuesday, Sept. 27, 11:30 a.m.-1 p.m., to an informal event in the Lone Tree board room to learn how donations support students and programs at the College. Meet scholarship awardees and find out how you can contribute. Sandwich fixings will be served.

For more information, contact Rachel Edelstein, Donor & Alumni Relations Coordinator, at (928) 226-4384, or [rachel.edelstein@coconino.edu](mailto:rachel.edelstein@coconino.edu).

## Upcoming Events

- STUDENT FORUMS: Tuesday, Sept. 20, 12-1 p.m., at the CCC Lone Tree Campus in Room 122.
- FACULTY COMMITTEE MEETING: Tuesday, Sept. 20, 2:30 to 3:45 p.m., at CCC Lone Tree Campus in Room 537.
- U OF A BRIDGE PROGRAM: Thursday, Sept. 22, 12-1 p.m., at CCC Lone Tree Campus in Room 122. Please join Julia Santa Maris, the Transfer Admissions Counselor, to learn more about CCC's partnership with the University of Arizona Bridge Program. Refreshments will be available for attendees. Please encourage students to attend as well.
- EMPLOYEE BBQ and POTLUCK Thursday, Sept. 22, 11 a.m.-1 p.m., at CCC Lone Tree Campus in the Faculty Break Room. 12-2 p.m. at CCC's Fourth Street Campus. Sign up sheets will be located around the college. Please remember to bring an item in and join us!
- DEAF EXPO: Saturday, Sept. 24, 10 a.m.-4 p.m., at the CCC Lone Tree Campus Commons. The Northern Arizona Deaf Expo focuses on offering a variety of American Sign Language workshops and events relevant to the Deaf and Hard-of-Hearing community.
- MAGIC & COMEDY: Saturday, Sept. 24, 7 p.m., at Coconino High School Main Auditorium, 2801 N. Izabel St. A "Family Magic & Comedy Night" featuring deaf world musicians as part of the Northern Arizona Deaf Expo. Tickets are \$10 adults, \$5 students and free for children 10 and under at the door.
- CCC SCIENCE CELEBRATION: Friday, Sept. 30, 6-8 p.m., at the CCC Lone Tree Campus Commons. An evening of science with emphasis on children and families. Everybody is invited to attend.
- SPRING GARDENS: Friday, Sept. 30, 2-3 p.m., in Room 459 at the Lone Tree Campus. Arizona Master Gardener and CCC Academic Advisor/Testing Coordinator Nichole Gregory will be giving a lecture on how (and why) to save seeds, as well as what you can do now to prepare your garden for spring. The workshop is worth a wellness point!
- 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, Financial Literacy and Write-On.

- CCC SUPERVISORS' TRAINING: Friday, October 7th at the CCC Lone Tree Campus. A new training opportunity for supervisors or anyone who assists in the PAF completion process for their department. It will be presented by HR and Finance staff. Details to follow.
- LIVE2LEAD CONFERENCE: Friday, October 7th at the High Conference Center. Requires registration and purchase for the event. It is an opportunity to learn from experts on leader development experience. It is taught by world-class experts in the field through a simulcast environment. The focus will include new perspectives, practical tools, and key takeaways.
- STUDENT FORUMS: Tuesday, October 11, 12-1 p.m., at the CCC Lone Tree Campus in Room 122.
- STARFISH SURVEY DUE: This Starfish Survey will be for mid term feedback or any other concerns.
- HOLIDAY CELEBRATION: This year's Holiday celebration will be held at the Double Tree on Friday, December 9th from 6:00 p.m. to 11:00 p.m.