Coconino Community College

CoCoConnections

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No announcements this week.

Dear CCC employees,

We've made it to the short week before the start of Winter Break, which begins at the end of the day Wednesday, Dec. 20.

Have a safe holiday season, and we'll meet again in 2018!

We continue to encourage you to consider *CoCoConnections* for all of your communication needs as we have a circulation of every CCC employee and now comes 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 or larry.hendricks@coconino.edu, and we'll work to get it into the Monday edition.

The CoCoConnections Team

Winners and runners up in the 2017 CCC Holiday Cookie Contest held Dec. 14. From left to right are Kim Shaw, Cheryl Meilbeck, Brittney Hornsby, Tom Lehman, Sarah Southwick and Summer Dennis. Congrats, all!

Sugar crashes abound at 2017 CCC Holiday Cookie Contest

The holiday season sugar crashes are in full swing, and the results are in for the 2017 CCC Holiday Cookie Contest.

The big event took place in the Faculty Break Room at the Lone Tree campus. Dozens of CCC employees attended to get a taste of the delectable delights this year. Winners of the coveted embroidered CCC oven mitt, lovingly created by CCC's Anatomy and Physiology guru Tom Lehman, were:
- Most Original Recipe or Unique Flavor: Kim Shaw, with Sarah Southwick as runner up
- Most Festive Cookies or Goodies: Brittney Hornsby, with Sarah Southwick as runner up
- Best Chocolate-Chip Cookies: Cheryl Meilbeck, with Summer Dennis as runner up
- Best 'Healthy' Cookies or Goodies: Tom Lehman, who also was the runner up in this category
- Best 'Free' Recipe (gluten-free, sugar-free, dairy-free, vegan, etc.): Tom Lehman, who also was the runner up in this category, too!

Judges for this year's event were Bobby Sedillo, Kimberly Batty-Herbert, Sheila Tomjack, Tina Lanuto and Larry Hendricks. Kudos to the Employee Events Committee!

District Governing Board meeting update

The CCC District Governing Board met Wednesday, Dec. 13 for their final meeting of 2017.

During the Work Session, Michael Merica, Director of Institutional Research, gave a presentation on performance measures used by Arizona community Colleges. Richard

Travis, the College's lobbyist, gave a Legislative update. The board also discussed the process they would like to use to review their [policies and procedures](#).

During the Regular Meeting, the DGB approved Policy 310-00, Faculty Credentialing. That policy has been posted on the College's policy and procedure webpage. The Board also approved their 2018 meeting schedule, and you can find a copy of that schedule on the [District Governing Board website](#).

The meeting closed with reports from the DGB, Academic Affairs and Student Engagement and the President. For more details on the President's Report, visit the [President's website](#).

The DGB Board, Patricia Garcia, Lloyd Hammonds, Patrick Hurley, Marie Peoples and Nat White, would also like to wish everybody in the CCC community "Happy Holidays"!

Committee seeks input on Diversity and Inclusion Statement

CCC's Diversity Committee is pleased to share the first draft of a Diversity and Inclusion Statement for the College.

The committee would appreciate feedback as the members continue work. Please consider the following questions:
- Do you like the statement?
- Do you feel included in this statement?

Here is a draft of the statement:
"We as a college community celebrate, recognize and respect diversity in every way. We are genuine in our appreciation for and acceptance of cultures, personalities, beliefs, experiences and all things that make us unique. We take action to build an inclusive work and learning environment while acting as champions and advocates navigating respectful dialogue about our shared humanity."

Please send feedback to Amanda.Gonzalez@coconino.edu by Wednesday, Dec. 20, 2017. Your feedback is valuable to the committee.

Happy Holidays from the CCC Foundation

The CCC Foundation would like to wish everybody and their families a very Merry Christmas and a Happy New Year. Hope your holidays are relaxing and filled with joy!

If you are considering a donation to the College this holiday season, here are a couple of ideas:
- AmazonSmile – It's an easy way to support scholarships at CCC while doing online shopping. Just sign up for the AmazonSmile program and a percentage of your purchase price will be donated to the CCC Foundation. Click [here](#) to learn more about the program.
- Online Contributions – Interested in making a year-end, tax-deductible contribution directly to the CCC Foundation? You may choose to contribute to a specific

scholarship, or you can designate your donation to the "Greatest Needs" fund. Please call Rachel Edelstein at 928-226-4384, or email foundation@coconino.edu if you have any questions.

Alert: ITS data storage maintenance Dec. 20

CCC Information and Technology Services will be performing routine maintenance on the College's data storage system between 6 p.m. and midnight on Wednesday, Dec. 20.

This important software upgrade will provide CCC with some enhancements and security patches for the College's storage infrastructure. Please be aware that the College may experience some brief disruptions to a variety of systems during this timeframe.

ITS apologizes for any inconvenience this may case and thanks you for your patience while this important maintenance is performed. Please report any issues outside the maintenance window to the Help Desk at 928-226-4357 (HELP).

Auditor General releases CCC 2017 fiscal year audit reports

CCC Business and Administrative Services is happy to report that the Arizona Auditor General has issued the College's fiscal year 2017 audit reports.

The links to the reports are below, along with Report Highlights that provide a higher-level summary of the information contained in the audited financial reports. The Comprehensive Annual Financial Report (Financial Report link) not only gives the audit opinion and financial statements, but it also has additional statistical and narrative information about the College and financial trend data. It is a good resource for anybody wanting to learn more about CCC

If you have any questions about the information in the report, feel free to contact Dean of Finance Siri.Mullaney@coconino.edu. Happy Reading!

Financial Report
Report Highlights

Don't forget to complete the Safe Colleges training

All CCC employees are required to complete the "Safe Colleges" training. Here is a list of Frequently Asked Questions from Human Resources:

- Wait, I've already done the Title IX training module. Do I have to do it again? Yes, if you were with us last academic year, you did complete the Title IX module, but guess what? You have the glorious opportunity to do it again, and because it's fresh in your mind, it'll be a breeze this time.

- Why do I have to do it again? There are numerous training programs that must be refreshed on a regular basis to meet compliance standards. Title IX is one of them.

Normally, the refresh will take place about every three years; however, because last year was our inaugural year, we had to get everything done at once. Thus, we had seven modules to complete. Luckily, this year, we just have three. Lastly, consider this a warning that Title IX will come back again in about three years.

- Do I have to print out the certificate at the end? No, but it's good practice to do so. Once you reach the program conclusion, the system is supposed to recognize your completion. If you trust "the system," don't print the certificate.

- Do I need to do my training now? Yes! We've already had three months to complete three modules, and now, it's time to do them if you have not already done them.

- What happens if I don't complete them? You will be hounded by HR on a constant basis until the Safe Colleges training program becomes more appealing to interact with than us.

- I absolutely love, love, love online training programs, and I noticed that there is a table for other trainings. May I click it? Yes, you have full access to any of the 50-plus training modules available in the system. Go forth and conquer!

Be sure to get in those timesheets

With the upcoming College holidays, payroll will be processed and paid on its regular schedule. However, due to the upcoming holidays and scheduled campus closures, the timesheet due date may be earlier than the 15th and/or the end of the month. Please ensure that your timesheet and leave slips are submitted by the scheduled due date noted below:
- Pay period 1: Dec. 16-31, timesheet due Monday, Dec. 18, before 3 p.m.

Note: Timesheets received after the due date for a given pay period will be processed in the next pay period. Supervisors, please make sure your direct reports' timesheets have the employee's name, correct funding source, all errors are corrected and all necessary approvals and signatures are obtained before submitting into payroll. Any correction received during the payroll processing will be adjusted in the next pay period.

Sign up to get W-2 electronically for tax time

It is almost tax time again. There is one simple thing that CCC employees can do to get a W-2 electronically and be able to print it on demand: Sign up for the online W-2 reporting through Self-Service Banner. It's safe, secure and saves CCC money. The printable W-2 form is IRS approved, so if you need to print it for your tax return, you can. There is no limit to the amount of times you can view and print your online form.

If you plant o retrieve your W-2 electronically, please make sure your election is in place by Dec. 31, 2017.

Instructions for Consent to Receive Your Form W-2 Electronically

Log into Web4 from Quicklinks using your Comet ID. Select the "Employee" tab and click on the "Tax Forms" link. Select the "Electronic W-2 Consent" link. Read the statement and check the "Consent to receive W-2 electronically" box. Click "submit" and your choice will be saved (**the page will not refresh**).

For questions regarding the electronic form W-2, please contact the Payroll Office at Bess.Goh@coconino.edu.

Changes made to inclement weather process at CCC

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. If your class starts before 10 a.m. and extends beyond 10 a.m., please make sure to attend the remainder of that class after the College opens. All classes that start and complete before 10 a.m. will be canceled. If CCC is closed for the day, all day and night classes will be canceled.

According to Kurt Stull, CCC's Executive Director of Facilities and Security, 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 while on the CCC campuses.

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, by 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 here.

Time to nominate Faculty of the Year for 2018

The Coconino Community College Faculty of the Year nominations for 2018 are now open.

Students and faculty now have the opportunity to nominate an instructor at the College to receive the annual honor. The deadline for nominations is Friday, March 2, 2018.

To nominate an instructor, visit the nomination page here.

Upcoming Events

- ASPEN DELI CLOSED: Aspen Deli will be closed beginning Friday, Dec. 15, 2017, and will reopen for business after the Winter Break on Tuesday, Jan. 16, 2018.
- WINTER BREAK: CCC will be closed for Winter Break beginning Thursday, Dec. 21, and running through Jan. 1, 2018. Staff returns Tuesday, Jan. 2, 2018, and classes resume Tuesday, Jan. 16 2018. Happy Holidays!
- FACULTY WELCOME: Tuesday, Jan. 9, 2018, 8:30 a.m. to 2 p.m., Lone Tree Commons, Rooms 459 and 460. Faculty welcomed back from Winter Break. Food will be served.
- COPYRIGHT TALK: Tuesday, Jan. 9, 2018, 1 to 2 p.m., location TBA. Tom Dietrich will present on copyright infringement and what needs to be done to keep it from happening.
- ALL-COLLEGE BREAKFAST: Friday, Jan. 12, 2018, 8 to 10 a.m., in the Lone Tree Commons. Food served. Come one; come all!
- MLK HOLIDAY: Monday, Jan. 15, 2018. Martin Luther King Jr. holiday. All CCC campuses and services will be closed and will resume on Tuesday, Jan. 16, 2018.
- RESOURCE FAIR: Wednesday, Jan. 17, 2018, 11 a.m. to 2 p.m., in the Lone Tree Commons. Students get the scoop on resources available to help them succeed. Food will be served.