

Coconino Community College

THE TEAL TIMES

CCC Employee Newsletter

July 2018

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The beautiful monsoon season is upon us in northern Arizona! [Check weather advisories and updates](#) before heading out on your outdoor adventures. Be aware, be safe and have fun as you enjoy our wonderful summer weather!

We continue to encourage you to consider ***The Teal Times*** for all of your communication needs. We circulate monthly to every CCC employee, and we're always on the hunt for hot news and items of interest to our CCC family, which include, but are not limited to:

- Employee and Campus Events
- Student Events and Activities
- HR Days and Training Activities
- New Hire Announcements
- Spotlights on Awards and Recognitions
- Foundation and Volunteer Events

Send items for the July Teal Times to sharri.penland@coconino.edu, and we'll work to get it into the monthly edition.

The Teal Times Team

Meet CCC's new Assistant Registrar and Curriculum Coordinator
Helena Babiski



We welcome Helena Babiski to our CCC team!

I am excited to join CCC from AZTransfer where I was since 2012. Prior to that I was at the University of Arizona College of Medicine - Phoenix campus. I am extremely fortunate to have worked with all the statewide partners with AZTransfer gaining knowledge and experience working with transfer and articulation.

I am moving here from Chandler with a small part of my family (myself, husband, son (6 years old), daughter (20 years old) and we are beyond thrilled to now call Flagstaff home. Back in the valley and Tucson will remain 3 of our older children (2 sons (24 years old) and 1 daughter (20 years old)).

Fun facts: I LOVE to cook & bake! I love to party plan. Love to read and write children's stories. I love the outdoors which makes being in Flagstaff even more exciting. I look forward to meeting and working with everyone here at CCC!

She can be reached at x4346 and is located in Room 310 in the Registration and Enrollment Services area on the Lone Tree campus.

Comet Corner



Behind the Smile

She's the first person seen by everybody who walks through the front doors of the Coconino

Community College Lone Tree Campus.

And her bright smile is a powerful tool!

"First thing that comes to mind are all the scared, nervous students because I'm the first one they see," said Amanda Gonzalez of what she enjoys most about her work at CCC. She's the Welcome Desk host and assistant to Veronica Hipolito, Dean of Student Development.

Amanda's relationship with the College began in the spring of 2014, when she arrived as a student.

"When I first came here as a student, I had taken a 10-year break, and I was unfamiliar with the processes," Amanda said, adding that everybody was helpful, kind and wanted her to succeed as a student.

Since that time, she was hired as one of the first Peer Advisors in Student Services, and she graduated in May 2015 with an associates degree in Psychology. She currently is studying Psychology at Northern Arizona University while working full time for CCC.

"I fell in love with the place," she said.

Welcome CCC's new Financial Aid Representative Lola Martinez



A CCC alumna has joined our team! We are excited to welcome Lola Martinez back to CCC as a new employee.

Before CCC I worked at NACOG Head Start for about 9 years as a TA and then as a teacher. After that I worked at North Country Health Care Clinic. I was born in Flagstaff and was raised in Williams (still currently live there). I am married and have two children, ages 13 and 7.

I enjoy going to the movies with my kids and traveling every chance I get. I have to also say I am OBSESSED with Christmas and began planning for it the first week of July. I take decorating very seriously and plan on winning the award for most decorated house in Williams again - this time with so many more lights and decorations.

I graduated from CCC in Fall 2017 and am enrolled at NAU to finish up my BS in Psychology. I am VERY happy to be here at CCC. This school has my heart, and has opened up so many doors for me.

Lola can be reached at x4383 and is located at the Financial Aid desk on the Lone Tree campus.



One of the core values of Coconino Community College is our dedication to sustainability, and one of the listed accomplishments in the CCC Environmental and Sustainability Plan is our commitment to divert 90% of our waste from the landfill. This means we must practice good recycling habits and teach our students to do the same. Working with the City of Flagstaff and staying up-to-date on recycling guidelines is key to this endeavor.

The City of Flagstaff has recently announced that it will no longer accept certain plastics in its curbside recycling program. Only plastic jugs, bottles and jars will be accepted. Lower quality plastics, which are #s 3-7, are difficult to recycle and many buyers of plastic now consider them contaminants. For this reason, Norton Environmental, who runs the Flagstaff Material Recovery Facility, where all of our recyclables go, can no longer find buyers for #s 3-7 plastic materials. If they cannot find a buyer for the material, it just sits at the facility with nowhere to go.

Be on the lookout for new recycling signage throughout CCC's three campuses. From here on out, please only put plastic jugs, bottles and jars in the recycling bins. Sorry! No yogurt tubs! If you are unsure whether something is recyclable, please just place it in the trash bin. "When in doubt, throw it out!" You can refer to the [City of Flagstaff Recycling page](#) for more information on what is and is NOT recyclable or test your knowledge by taking their [recycling quiz](#)!

If you would like to read more on this, please check out this [Arizona Daily Sun article](#).

If you are interested in becoming a Master Recycler, consider joining the [City of Flagstaff Master Recycler program](#).

Thanks again for your cooperation and dedication to CCC's Sustainability goals!

Sincerely,
CCC's Facilities and Sustainability Committee



Did you know CCC has a softball team? Well, we do! The Comets will be representing our great institution in the adult softball league this summer. Check out this [link](#) to see the game schedule and come out and cheer on your fellow employees on as they try to vanquish the opposition.

See you at the ballpark!

July is Picnic Month and Ice Cream Month



Click on the link below an icon to see these cool Days of the Year



[July 14](#)



[July 15](#)



[July 16](#)



[July 17](#)



[July 18](#)



[July 20](#)



[July 21](#)



[July 22](#)



[July 25](#)



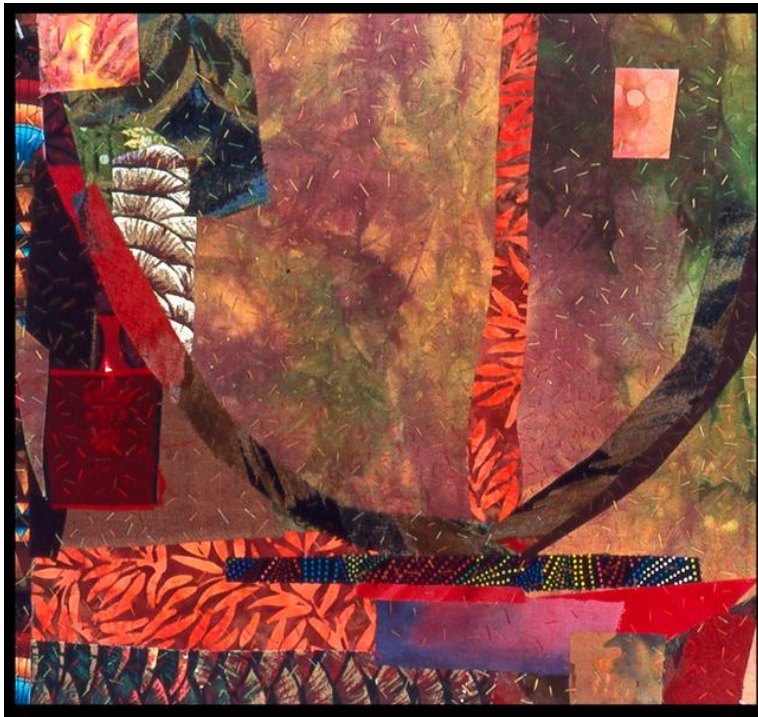
[July 26](#)



[July 29](#)



[July 30](#)



Darcy Falk's art quilt entitled *Tea Ceremony*

Thinking of taking up drawing, painting or quilting this summer?

Perhaps you would like to hone your skills with CCC faculty members and local artists in one of these non-credit art classes.

Topics include:

- Intro to Landscape Drawing with Alan Petersen - July 23 - 26 - 1 to 4 p.m.
- Intro to Portrait Drawing with Jeff Roth - July 30 - August 2 - 9 a.m. to 2 p.m.
- Painting with Acrylics with Elaine Dillingham - July 30 - August 2 - 5 to 8 p.m.
- The Art Quilt Explored with Darcy Falk - August 6 - 9 - 9 a.m. to noon

For more information, visit [the CCC Fine Arts department page](#).

ITS Bits and Bytes

Can you identify a dangerous email?

[Check this out!](#)

**Learn how to protect CCC, and your reputation, against
[Social Engineering](#).**

Social Engineering Red Flags



FROM

- I don't recognize the sender's email address as someone I ordinarily communicate with.
- This email is from **someone outside my organization and it's not related to my job responsibilities**.
- This email was sent from **someone inside the organization** or from a customer, vendor, or partner and is **very unusual or out of character**.
- Is the sender's email address from a **suspicious domain** (like micorsosoft-support.com)?
- I don't know the sender personally and they were not vouched for by someone I trust.
- I don't have a business relationship nor any past communications with the sender.
- This is an **unexpected or unusual email** with an **embedded hyperlink or an attachment** from someone I haven't communicated with recently.



TO

- I was cc'd on an email sent to one or more people, but I **don't personally know** the other people it was sent to.
- I received an email that was also sent to an **unusual mix of people**. For instance, it might be sent to a random group of people at my organization whose last names start with the same letter, or a whole list of unrelated addresses.



HYPERLINKS

- I hover my mouse over a hyperlink that's displayed in the email message, but the **link-to address is for a different website**. (This is a **big red flag**.)
- I received an email that only has **long hyperlinks with no further information**, and the rest of the email is completely blank.
- I received an email with a **hyperlink that is a misspelling** of a known web site. For instance, www.bankofamerica.com — the "m" is really two characters — "r" and "n."



DATE

- Did I receive an email that I normally would get during regular business hours, but it was **sent at an unusual time** like 3 a.m.?



SUBJECT

- Did I get an email with a subject line that is **irrelevant or does not match** the message content?
- Is the email message a reply to something I **never sent or requested**?



ATTACHMENTS

- The sender included an email attachment that I **was not expecting** or that **makes no sense** in relation to the email message. (This sender doesn't ordinarily send me this type of attachment.)
- I see an attachment with a possibly **dangerous file type**. The only file type that is **always safe to click on** is a .txt file.



CONTENT

- Is the sender asking me to click on a link or open an attachment to **avoid a negative consequence** or to **gain something of value**?
- Is the email **out of the ordinary**, or does it have **bad grammar or spelling errors**?
- Is the sender asking me to click a link or open up an attachment that **seems odd or illogical**?
- Do I have an **uncomfortable gut feeling** about the sender's request to open an attachment or click a link?
- Is the email asking me to look at a **compromising or embarrassing picture** of myself or someone I know?

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THE WILDLIFE CORRIDOR

HUMAN RESOURCES INSIGHTS



We have been busy this summer working to enhance everyone's experience at CCC as well as continue with our own process improvement initiatives. Without further pomp and circumstance, here is a happy HR update for you!

We have a new Employee Assistance Program Vendor - Deer Oaks! Our Benefit Trust completed an agency-wide RFP to combine employee assistance program vendors and provide increased services. You can find their details on the intranet (in HR) as well as on our HR Benefits page: <https://www.coconino.edu/employee-assistance-program>.

The EAP program provides free and confidential support systems for you and your family in the areas of: Work/Life Balance, Stress Management, Legal difficulties, Depression, Substance Abuse, Marital problems, Financial Difficulties, Elder Care, Child care, Loss/Grief, or basically anything that is a stressor in your life.

In support of the safety of our students and employees, all new hires by the college will complete a criminal background check prior to being hired. Please note: Our number one question while sharing this information has been: "Will you check existing employees?" The answer is: We are not.

ED Talks

Our Ed Talk series is free and open to the public

Computers Through the Centuries

Presented by Gonzalo Perez, CCC Associate Provost

Monday, July 16 ~ 6 p.m.

Joe C. Montoya Community and Senior Center, 245 N. Thorpe Rd.

Mushroom Mania: Get to Know the Various Types of Fungi That Grow in Northern AZ During the Monsoon Season

Presented by Rachel Edelstein, CCC Alumni and Donor Relations Coordinator

Monday, August 13 ~ 6 p.m.

CCC Fourth Street Innovation Center Room B34

Symbolism of El Camino de Santiago

Presented by Larry Hendricks and Trevor Welker, CCC Marketing, PR and Community Engagement Staff

Monday, September 10 ~ 6 p.m.

CCC Fourth Street Innovation Center Room B34

Fourth Street Connection to the Moon Missions

Presented by Kevin Schindler from Lowell Observatory

Monday, October 8 ~ 6 p.m.

CCC Fourth Street Innovation Center Room B34

Things Happening Around Flagstaff

Click on the link below a description to see some events going on around Flagstaff

Food Truck Frenzy

Feast on goodies from over 30 food trucks at **Fort Tuthill County Park** - free parking with \$3 suggested donation for the Shadows Foundation - free for kids 12 and under - 2 to 8 p.m.

[July 14](#)

Summer Plant Sale

Come enjoy our wonderful weather and find some beautiful native plants for purchase along with live music and garden tours at **the Arboretum at Flagstaff**

9 a.m. to 5 p.m.

[July 14](#)

Flagstaff Urban Flea Market

Stop by and discover the treasures you must have for your home every second Saturday through October 13 in the **City Hall Parking Lot** from 9 a.m. to 2 p.m.

[July 14](#)

AZ Highland Celtic Festival

Celebrate Celtic culture, music, history, heritage, food and bagpipes at this

Legacy: Don Bendel

This long-time CCC instructor is showing select works of ceramic art at the **Coconino Center for the Arts** through

Lost and Found

Discover local artists and their amazing artwork at **the Coconino Center for the Arts** through August 25

annual event held at
Foxglenn Park
July 21 - 22

August 25
11 a.m. to 5 p.m.
Tuesdays - Saturdays

11 a.m. to 5 p.m.
Tuesdays -
Saturdays

WELLNESS



CCC Wellness events for the month of July

All employees, spouses, and dependents 12 years and older are able to participate in the wellness classes and events. However, only the employees on the NAPEBT medical health plan are eligible to receive financial incentives.

Complete four (4) weeks of crossword puzzles to earn 1 Wellness Point. The crossword puzzle for this week and answers to last week's puzzle are available [through this link](#) to the intranet. Turn in crosswords to a Wellness Committee representative. Puzzles are due Fridays by 5 p.m.

CCC WELLNESS EVENTS

Pilates

CCC Pilates Instructor Regina Whitehouse will be hosting sessions of **PILATES through July 25**. These sessions are open to all staff members and summer students free of charge.

When: Mondays and Wednesdays from 11:45 a.m. to 1:15 p.m.

Where: CCC Lone Tree Dance Studio, Room 462

Staff who attend all sessions will get the most out of it, but drop-ins and occasional attendees are welcome and encouraged as well. Regina said that you need not be present for the entire session. She also said to wait to eat until after the class-if you've done Pilates before, you'll know why!

Wednesdays

Fit in 15! - CCC LT Room 462 - 11 to 11:15 a.m.

Yoga - CCC LT Room 462 - 4 to 5 p.m.

NAPEBT WELLNESS EVENTS

- Yoga - CCC Fourth Street Room B32 - Tuesdays - noon to 1 p.m.
- Yoga - County HR Building Bright Angel Room - Thursdays - noon to 1 p.m.
- Meet Me Downtown - Heritage Square - Wednesdays - 5:15 to 6:45 p.m.



Ready, Set, Go! (RSG), a nationwide program adopted by the 15 Arizona Sheriffs, educates residents about proactive measures to take before an emergency and actions to follow when communities are threatened.

The program's three tenets encourage Arizonans to get READY by preparing now for what threatens their community, be SET by maintaining awareness of significant danger and to GO, evacuate immediately when the danger is current and life-threatening.

All-Hazard Evacuation Steps

READY - Prepare Now

Be aware of the hazards that can threaten your community.

- Register with your county/tribal emergency notification system.
- Connect with your Emergency Management/Sheriff's Office on social media.
- Take steps now to prepare for seasonal threats.
- Make a family communication plan that includes family phone numbers, out-of-town contacts and family meeting locations.
- Assemble an emergency supplies kit (Go Kit). Start with the five P's; people and pet supplies, prescriptions, papers, personal needs and priceless items.
- Check with your neighbors, family, friends, and elders to ensure they are READY.
- Keep up to date on local news, weather watches and warnings.

SET - Be Alert

There is significant danger in your area.

- Residents should consider voluntarily relocating to a shelter or with family/friends outside the affected area.
- Grab your emergency supplies kit.
- Keep in mind unique needs for your family or special equipment for pets and livestock.
- Stay aware of the latest news and information from public safety officials.

This might be the only notice you receive. Emergency services cannot guarantee they will be able to notify everyone if conditions rapidly deteriorate. Be SET to GO.

GO! - Evacuate

Danger in your area is current and life threatening.

- Residents should evacuate immediately to a shelter or with family/friends outside of the affected area.
- If you choose to ignore this advisement, you must understand emergency services may not be able to assist you further.
- Follow instructions from emergency personnel, stay on designated evacuation routes and avoid closed areas.

5 P's of Evacuation

People and Pets and other animals/livestock and supplies.

Prescriptions with dosages, medicines, medical equipment, vision and hearing aids, batteries and power cords.

Papers including important documents (hard copies and/or electronic copies saved on external hard drives or thumb drives), insurance papers, contacts.

Personal Needs including clothing, water, baby supplies, food, cash, credit cards, first aid kits, phones, and chargers. Items for people with access and/or functional needs, such as older adults and children.

Priceless items including photos, irreplaceable mementos and other valuables.

County/Tribal Emergency Notification Systems

Many Arizona counties and tribes have a system in place designed to quickly notify an affected area of an emergency by sending a voice or text message to you.

Go to <https://ein.az.gov/ready-set-go> to sign up for emergency alerts in your area and to learn more about creating defensible space around your home or business.

Are you promoting an event at CCC?

If you have an upcoming event that you would like the Marketing and PR Department to help you promote, please remember to fill out the [Event Publicity and Graphic Design Form](#) or go to the website and find the Marketing and Community Engagement tab - Event Publicity and Graphic Design Request Form button (in column on right).

We ask for two week's notice on all design, event and promo requests as it helps us to more effectively manage our workload and provide better support to the College.

Thank you!

The Marketing and PR Department



Show your school spirit and CCC pride the first Tuesday of every month on Teal Tuesday!

CCC students, faculty and staff who wear teal or CCC gear on Teal Tuesday will be entered for a chance to win a prize each month.

CCC Employees - Visit the Human Resources desk at the Lone Tree Campus, the reception desk at the Fourth Street Campus, or the reception desk at the Page/Lake Powell Instructional Site. Fill out a prize ticket while wearing teal and drop it into the employee drawing box.

CCC Students and Employees - Show your CCC spirit even more and like CCC's Facebook page and post your Teal Tuesday selfie. The same goes for CCC's Instagram and Snapchat.

Wishing everybody spirited and fun Teal Tuesdays!

Zodiac Zone

Click on the link below an icon to see your monthly horoscope





ARIES



TAURUS



GEMINI



CANCER



LEO



VIRGO



LIBRA



SCORPIO



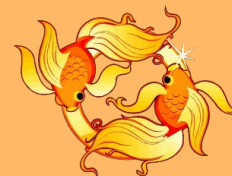
SAGITTARIUS



CAPRICORN



AQUARIUS



PISCES