

Meeting of the
OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS
January 14, 2008

AGENDA ITEM 9A:

Report on Human Resources

- **Our Workforce**

- As of December 21, 2007, OCCC's workforce consisted of:
 - 487 full-time employees
 - 623 part-time employees
 - 1,110 total employees.

- **Workforce Diversity**

- One of the five Values adopted by the Board of Regents states that "OCCC strives to achieve its mission and ENDS and fulfill its vision by operating in a culture that is committed to Diversity: Embrace and appreciate the value of differences."
- Some measures of diversity are reflected by having a broad range of races, ethnic groups, both genders, and ages represented throughout the College's workforce.

	December 2005	December 2007
% Minorities		
Full-time	17%	19%
Part-time	16%	19%
% Women		
Full-time	62%	61%
Part-time	53%	56%
Average Age		
Full-time	48	46
Part-time	45	41

- The College is finalizing an institutional diversity plan that is designed to be an active working document that provides direction in strengthening the diversity of the College's workforce.
- The College has and will continue to strengthen its applicant pools with well-qualified candidates representing diverse populations, thereby enabling the College to employ the best qualified individuals available.

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- **Other Significant Issues**

- IRS Changes Regarding 403(b) Annuity Programs
 - Work is underway to revise the Regent's Annuity Program for Employees to be in compliance by the January 1, 2009 deadline.
- Human Resources Policies and Procedures
 - All HR policies were reviewed and updated effective July 1, 2007.
 - Policies and procedures are being reviewed and updated as needed.
 - HR Workflows are being examined and revised to make processes more effective and efficient, as we continue to transition from a transaction focus to a consultative focus.
- Health Issues
 - The U.S. and Oklahoma populations are becoming increasingly unhealthy.
 - Wellness Programs are becoming more sophisticated and are producing net savings to organizations where employees embrace healthy lifestyles. OCCC has a Wellness Task Force examining future directions for the College.
 - Health care costs continue to increase. The College will conduct a comprehensive review of its health care programs in FY 2008-2009.
- Aging Population
 - The aging American population and retirement of Baby Boomers over the next few years creates both challenges and opportunities.
 - The loss of valuable knowledge, experience, skills and leadership are increasingly difficult to replace with tight labor markets of highly-qualified individuals.
 - Opportunities will increase for organizations willing to creatively tackle issues and effectively utilize their human resources.
 - Professional development and leadership development assume increasing importance in addressing these challenges and opportunities.

- **Professional Development**

- **WOW!** Faculty and Staff Development System
 - The **WOW!** Faculty and Staff Development System was implemented in August 2004 to focus on enhancing employee and organizational development. Areas of emphasis include addressing needs of the Latino population, expanding global awareness, making course syllabi more effective, improving student success, and improving technology skills.
 - Since January 2007, 46% of full-time employees participated in the **WOW!** Program.
 - Participant evaluations before and after each activity indicate significant increases in knowledge and skill.

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- **Leadership Development**
 - The College has sponsored and continues to sponsor individuals to participate in Leadership Oklahoma, Leadership Oklahoma City, the AACC Future Leaders Institute and the Educators' Leadership Academy.
 - A new Supervisor Training Program will be implemented this spring.
 - The Extended Professional Development Program was implemented this year. This fall, Max Simmons, Dean, Division of Science and Mathematics, has utilized this program to work on his Doctorate to be conferred in May 2008.
- **New Employee Orientation**
 - A New Employee Orientation Program entitled "Get Connected to OCCC" was implemented in March 2007 with very positive evaluations.
- **Sexual Harassment Prevention Training**
 - All employees are required to participate in sexual harassment prevention training to ensure a respectful work and learning environment. This is accomplished through both classroom and online training.
- **Tuition Waivers**
 - For OCCC credit courses, OCCC waives tuition for up to six (6) credit hours during fall and spring semesters and three (3) credit hours during summer semesters for Regular Full-Time Employees.
- **Tuition Reimbursement**
 - OCCC reimburses Regular Full-Time Employees who take undergraduate or graduate courses at an institution of higher education other than OCCC for tuition for up to nine (9) graduate or undergraduate credit hours per academic year.

Listed below are individuals that have completed degrees since spring 2007.

Name	Title	Date	College	Degree
Master Degrees				
Linette McMurtrey	Financial Aid Client Services Specialist	Spring 2007	OU	Master of Human Relations
Mike Reeves	Student Computer Center Evening/Weekend Supervisor	Fall 2007	OU	Master of Liberal Studies, Online Education emphasis
Lisa Vaughan	Coordinator of Risk Management/Legal Assistant	Fall 2007	OU	Master of Liberal Studies, Leadership Administration emphasis
Associate Degrees				
John Brumfield	Student Computer Technician	Spring 2007	OCCC	AS Diversified Studies
Rashida Douglas	Registration and Graduation Services Clerk	Spring 2007	OCCC	AA Diversified Studies
James Jackson	Student Computer Center Assistant	Spring 2007	OCCC	AAS CAD-Multimedia
Donna Schruben	Physical Science Lab Asst.	Spring 2007	OCCC	AS Chemistry

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Laurie Thornton	Registration and Graduation Services Clerk	Spring 2007	OCCC	AA Psychology
Porsha Webb	Employment Services Assistant	Spring 2007	OCCC	AS Business
Anne Gatlin	Mail Services Clerk	Summer 2007	OCCC	AA Diversified Studies
Miranda Noakes	Registration and Graduation Services Clerk	Summer 2007	OCCC	AA Psychology
Royce Liston	Material Control Clerk	Fall 2007	OCCC	AA Sociology & AA Psych.
Cheyenne West	Printing Services Assistant	Fall 2007	OCCC	AA Psychology

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