

## **Employee Development at Oklahoma City Community College December 2008**

### **WOW!**

The **WOW!** Faculty and Staff Development System was implemented in August 2004 with the focus on enhancing employee, student and organizational development. Some of the professional development sessions focus on understanding the Latino population, expanding global awareness, making course syllabi more effective and increasing skills in technology.

Stats achieved so far show:

- **Fall 2004, 44 activities had 545 enrollments from 249 individuals.** This represents 56 percent participation by all full time employees.
- **Spring 2005, 90 activities had 615 enrollments from 259 individuals.** This represents 57 percent participation by all full-time employees.
- **Fall 2005, 78 activities had 663 enrollments from 276 individuals.** This represents 58 percent participation by all full-time employees.
- **Spring 2006, 68 activities had 591 enrollments from 272 individuals.** This represents 50 percent participation by all full-time employees.
- **Fall 2006, 71 activities had 654 enrollments from 273 individuals.** This represents 61 percent participation by all full-time employees.
- **Spring 2007, 70 activities had 299 enrollments from 189 individuals.** This represents 40 percent participation by all full-time employees.
- **Fall 2007, 52 activities had 398 enrollments from 223 individuals.** This represents 46 percent participation by all full-time employees.

### **Leadership Development Sessions for Managers**

#### **Sixteen sessions**

There have been 16 leadership sessions specifically for our designed group of supervisors/managers. Topics include:

- Session One - "Community Colleges - Who Are We?" (January 28, 2003)
- Session Two - "Community Colleges - How Are We Funded?" (March 25, 2003)
- Session Three - "What Everyone Should Know About the Human Brain" (June 10, 2003)
- Session Four - "Higher Education and the Law" (October 22, 2003)
- Session Five - "State of the College and Vision of the Future" (November 18, 2003)
- Session Six - "Our Students: Current and Future" (January 27, 2004)
- Session Seven - "Strategic Thinking" (April 5, 2004)
- Session Eight - "Student Success: Retention & Graduation" (December 10, 2004)
- Session Nine - "International and Global Education" (January 21, 2005)
- Session Ten - "Focus on Latino Culture" (May 12, 2005)
- Session Eleven - "The FY 2006 Budget and What it Will Accomplish" (June 21, 2005)
- Session Twelve - "The Future of the College" (December 8, 2005)
- Session Thirteen - "College Statements of Mission, Vision, Values and ENDS" (October 24, 2006)
- Session Fourteen – "Way Forward Projects" (December 20, 2006)
- Session Fifteen – "The Way Forward and Why It Matters" (April 25, 2007)
- Session Sixteen – "The FY 2008 Budget and What It Will Accomplish" (June 20, 2007)

In Spring 2007 WOW! facilitated seven leadership sessions with 98 enrollments.

In Fall 2007 WOW! facilitated three leadership sessions with 23 enrollments

## **New Employee Orientation**

We believe our people are the key to our success and the continued growth of our College. All the other elements, equipment and other resources are of little significance without the people to use them effectively. It is important for our new employees to understand the most important function is for them to become a contributing member of our team, aiding all of us in achieving our goals. Our goal is to provide our students/clients with the very best education available while maintaining a positive atmosphere for our employees.

**From March 2007 to date we have had 31 full-time and regular part-time non-faculty employees attend the “Get Connected to OCCC” sessions. Evaluations have been very positive for this program.**

## **Sexual Harassment Prevention Training**

We began the academic year of 2006-2007 with an initiative to provide sexual harassment prevention training for all employees. The emphasis of the training is to remind and educate OCCC employees of the College's commitment to provide a respectful environment both in the classroom and the workplace and how that is achieved.

All faculty, supervisors and staff, including full-time, part-time, adjunct, temporary, student, and work study employees, are required to attend sexual harassment prevention training during this academic year. Online training will be available for adjunct faculty, temporary and student and work study employees.

New employees are tracked on a quarterly basis for compliance of Sexual Harassment Prevention.

## **Wellness Program**

The Wellness Program at Oklahoma City Community College is designed to provide employees education and support for a healthy lifestyle by participation in exercise programs and educational wellness classes offered by the Recreation and Community College.

(All regular full-time employees and all regular part-time employees of Oklahoma City Community College are eligible to participate.)

**There have been 37 employees who have taken 162 land and/or water exercise classes since July 1, 2007.**

## **Tuition Reimbursement and Waiver Program**

Another area of employee development is the Tuition Reimbursement and Waiver Program.

### *Tuition Waivers*

The employee's and retiree's tuition for credit classes on campus will be paid 50 percent from regents' funds and 50 percent from staff development funds. Tuition for dependents and spouse will be paid 100 per cent from tuition and waiver funds

The tuition waiver program allows up to nine credit hours per entry of courses on our campus.

<b>Semester/Year</b>	<b>Headcount</b>	<b># of Credit Hours</b>	<b>Cost</b>
Summer 2005	13	46	\$1,036.15
Fall 2005	27	129	\$3,131.48
Spring 2006	28	117	\$3,301.40
Summer 2006	11	40	\$971.00

Fall 2006	32	128	\$3,363.20
Spring 2007	39	180	\$4230.28

**Tuition Reimbursement**

The tuition reimbursement Program is designed for regular full-time employees to have tuition reimbursed for nine credit hours per academic year of classes taken off campus. From July 1, 2007 to date, 11 employees have completed 51 credit hours at a cost of \$6,498.30. \*\*Note: The Fall 2007 semester is not complete, so therefore these numbers include summer 2007 reimbursements only.

Listed below are individuals that have completed degrees from Spring 2007 to the present.

<b>Name</b>	<b>Title</b>	<b>Date</b>	<b>College</b>	<b>Degree</b>
<b>Master Degree</b>				
Mike Reeves	Student Computer Center Evening/Weekend Supervisor	December 2007	OU	Masters of Liberal Studies, Online Education emphasis
Lisa Vaughan	Coordinator of Risk Management/Legal Assistant	December 2007	OU	Masters of Liberal Studies, Leadership Administration emphasis
Linette McMurtrey	Financial Aid Client Services Specialist	May 2007	OU	Masters of Human Relations
<b>Bachelor Degree</b>				
<b>Associate Degree</b>				
Amanda Bittle	temp	Spring 2007	AA	Journalism & Broadcasting
John Brumfield	Student Computer Technician	Spring 2007	AS	Diversified Studies
Tasha Coffing	workstudy	Spring 2007	AS	Pre-BacNursing
Rashida Douglas	Registration and Graduation Services Clerk	Spring 2007	AA	Diversified Studies
Drew Hampton	temp	Spring 2007	AA	Journalism & Broadcasting
James Jackson	Student Computer Center Assistant	Spring 2007	AAS	CAD-Multimedia
Valerie Jobe	temp	Spring 2007	AA	Journalism & Broadcasting
Chase Leehan	Temp	Spring 2007	AS	Pre-Medicine
Chase LeeHan	Temp	Spring 2007	AS	Diversified Studies
Rosevelt Littlejohn Jr.	workstudy	Spring 2007	AS	Diversified Studies
Matthew Meath	temp	Spring 2007	AS	Mathematics
Kathleen Plummer		Spring 2007	AAS	Occupational

				Therapy Assistant
Donna Schruben		Spring 2007	AS	Chemistry
Jennifer Stacey		Spring 2007	AS	Biology
Charlie Tarver		Spring 2007	AA	Psychology
Laurie Thornton		Spring 2007	AA	Psychology
Porsha Webb	Employment Services Assistant	Spring 2007	AS	Business
Anne Gatlin	Mail Services Clerk	Summer 2007	AA	Diversified Studies
Carlos Robinson		Summer 2007	AS	Business-General
Carrie Cronk		Summer 2007	AA	Philosophy
Dustin Fisher		Summer 2007	AS	Diversified Studies
JulieVallejo		Summer 2007	AA	Diversified Studies
Miranda Noakes		Summer 2007	AA	Psychology
VJ Tran		Summer 2007	AS	Business-General