



## April 2023

### Updates & News

#### Open Enrollment and Wellness Information

Your Benefits Team has been preparing to offer some new things in the coming months. We are currently planning the implementation of our newest retirement benefit, the Roth 403(b). Additionally, we are actively working with a Wellness Consultant to develop a new, improved wellness program for Fiscal Year 2024. Lastly, we are preparing for another Benefits Open Enrollment period.

We will provide more specific information in the coming weeks, please keep the following dates on your calendar as we finalize the details.

March - May 2023  
Roth 403(b) Education and  
Enrollment

April 17-19, 2023  
Wellness Fair Week Activities

April 24, 2023  
Breast Health Network  
On-site Mammogram Screenings

April 24 to May 5, 2023

#### New Employees

Lesley Martin  
Chief Development Officer

Jerome "JJ" Fields  
Building Services Specialist

Kaylen Buchanan  
Student Life Administrative  
Specialist

Yasmin Diaz

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## Convocation Award Nominations

It's time to submit your nominations for OCCC's 2023 Employee Awards. Every year, the College honors employees selected from your nominations for their exemplary performance and service via the following awards:

- The [Robert P. Todd Leadership Award](#), which recognizes an OCCC employee who has demonstrated outstanding leadership
- The [Elven Gray Award](#), which recognizes an OCCC employee who consistently goes the extra mile, displays a friendly and positive attitude and exhibits devotion to the College
- The [Chris Shelley Memorial Award](#), which recognizes an OCCC employee primarily working in a student facing role who consistently demonstrates dedication to the wellbeing and academic success of students, care, and service to students and coworkers, and inspires others to be their best even in challenging times
- The [Ray McCullar Award](#), which recognizes an employee who strives for improvement and innovation in methods or processes and inspires others to learn and respond to changes in positive ways
- The [Employee of the Year Awards](#) – an Employee of the Year Award will be awarded to one faculty member; one professional staff member; and one non-exempt staff member

All nominated employees must have *a minimum of one year of service* with OCCC. Your time and effort in nominating one or more exceptional OCCC employees will be greatly appreciated. Please use the nomination forms found on the Employee Portal in the HR Forms section or by using the URL links above. Completed nomination forms should be submitted to Dr. Regina Switzer no later than **Friday, April 21, 2023**.

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## Sick Leave Share

Benefit eligible faculty and staff may donate sick leave in eight (8) hour increments up to a maximum of six (6) days (48 hours) annually as long as the donation does not cause their leave balance to fall below 80 hours. If you have not donated this year, you may donate hours to the sick leave share pool for benefit eligible employees who have exhausted all paid leave while they are unable to work due to a serious health condition.

If you would like to learn more about the sick leave share program or to make a donation, please reference Policy 2202 or click on the link here: <https://www.occc.edu/hr/leave-share/>

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### **Microsoft Training Discontinued**

Microsoft discontinued the Customer Service Training program and will no longer provide free enrollment options for live virtual training. However, Microsoft continues to provide on-demand self-paced video and other learning resource options. Create a learning path or do a quick search for what you need. Visit [HR Professional Development](#) for this external professional development opportunity at any time.

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Upcoming Events: Campus Cookout - April 7

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## **Professional Development**



### **Current Workshops**

Own your development and [ENROLL](#) in one or more of our current workshops.

Civility

Civility: Stop the Gossip  
Effective Communication  
Inclusive Terms: Sexuality & Sexual Orientation  
What is DEI?

## Cultivate Inclusion



**Diversity Month** is the perfect time to reflect and ask yourself:

1. Do I want to come up with the best solutions at work?
2. Do others approach things differently?
3. Are multiple perspectives helpful when problem solving?

Answering **YES** to these questions confirms a value for diversity.

Diversity is not a buzzword. It is a very real characteristic of human capital in the workplace. All OCCC professional development workshops factor in positive habits to leverage diversity capital in the workplace.

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Join us as we launch **Inclusive Terms: Gender Identity & Expression**

Inclusive Terms is a workshop series based on the Safe Zone curriculum.

Merriam-Webster added 370 new words to the Dictionary in September 2022. New words are added throughout each year to reflect language growth and changes.

Terminology and words are important, especially those that define and/or describe who we are and our identity/ies. This is an introductory workshop to review core terminology used to define gender identity and gender expression. We will review essential Dos and Donts, as well as appropriate ways to show respect with word choice.

Participants will develop a clearer understanding of the importance of language in relation to creating respectful and safe environments for 2SLGBTQIA+ individuals.

Limited Space - Enroll Now!  
[April 28, 2023 - 9:00-11:00 am](#)

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The month of April also brings multiple awareness opportunities:



Check out the [Arab American National Museum](#) for book recommendations.

### [5 Fascinating Tartan \(Scottish-American\) Facts](#)

**Uncle Same is Scottish** – Samuel Wilson, a New York businessman born to Scottish immigrant parents, supplied meat to the U.S. Army during the War of 1812.

**American tales** – Scottish-Americans wrote some of our most iconic American stories, including The Legend of Sleepy Hollow and The Raven.

**Scottish Founding Fathers** – Several of the Founding Fathers and over 75% of all US presidents claim Scottish ancestry.

**Born to be wild** – The Davidson brothers of Harley-Davidson Motorcycles fame are the sons of Scottish immigrants.

**To the moon and back** – Buzz Aldrin and Neil Armstrong, the first two men to walk on the moon, both claim Scottish heritage.



Ten Early Warning Signs for Autism





Visit the [Oklahoma Autism Center](#) for current information

1. Does not react to caregiver reaching to pick him or her
2. Rarely imitates expressions
3. Delayed or infrequent babbling
4. Does not respond to his or her name
5. Does not gesture to communicate
6. Poor eye contact
7. Seeks your attention infrequently
8. Unusual body movements
9. Does not reach up when parents try to pick him or her up
10. Delays in motor development

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## We're Hiring

[Director of Annual Giving  
and Alumni Relations](#)

[Lead Registration  
Specialist](#)

[Physical Science Lab  
Assistant](#)

[Student Computer Center  
Lab Assistant](#)

[Adjunct Positions](#)

For other opportunities not  
listed visit:

[www.occcjobs.com](http://www.occcjobs.com)

## Years of Service

### 10 years:

Russell Garner

### 5 years:

Spencer Ryan

Sarah Baker

Lisa Henderson

### 1 year:

Fatemeh Radmard

Sheila Mejias-Shavers

Marycruz Frausto

Robert Ruiz

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## April Brain Teaser

Joe walked past 75 houses and found that exactly 28% of them had tulips. He walked past 50 more houses and the overall percentage of houses with tulips for all 125 houses dropped to 20%. How many of the final 50 houses had tulips?

Answer in next month's newsletter  
March Brain Teaser Answer: A Drum Major

# WELLNESS



**BlueCross BlueShield of Oklahoma**

## Live Calm and Cool

Try these savvy tips to help you feel less stress:

- Talk or text with a friend
- Laugh out loud every day
- Listen to music you love
- Spend some time outdoors

Source: Lower Stress: How Does Stress Affect the Body. American Heart Association, 2017.

Blue Cross and Blue Shield of Oklahoma, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

Oklahoma City Community College  
9190210.0820

BlueResource<sup>SM</sup> – Stress Relief – Staying Relaxed



# EMPLOYEE ASSISTANCE PROGRAM

Six free, confidential face-to-face sessions or unlimited phone counseling - for you and your

OCCC EAP provider: SupportLinc

[Supportlinc@curalinc.com](mailto:Supportlinc@curalinc.com)

[www.supportlinc.com](http://www.supportlinc.com)

**Access Code:** occc

family!

1-888-881-5462

OCCC

# STAFF ASSOCIATION



Please join us for the next  
Staff Association meetings:

**APRIL**  
**18**

2:00 - 3:00 PM  
ARG Training Room

**MAY**  
**16**

2:00 - 3:00 PM  
ARG Training Room

**We look forward to seeing you there!**

Please contact Shara Hendriks if you have any questions or would like to be added to the Teams group to keep track of upcoming events!



**[shara.j.hendriks@occc.edu](mailto:shara.j.hendriks@occc.edu)**

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