



# HR RESOURCE

FROM OCCC HUMAN RESOURCES

August 2021

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*"Whoever you are and whomever you love, wherever you've been and wherever you're going, you're welcome here." - OCCC Mantra*

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## Coffee with CuraLinc Webinar

This 15-minute archived webinar highlights the disruptions working parents have faced in their careers and families throughout the pandemic.

If you're interested in viewing this archived webinar, please click this [link](#) to register.

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## Welcome to OCCC!

Welcome, new employees! At OCCC, we care about giving our employees everything they need to perform their best.

If you have questions regarding your benefits or anything else, please contact us at [hrrep@occc.edu](mailto:hrrep@occc.edu). We look forward to working with you and seeing you achieve great things!

New Hires:

### July:

**R. Adam Molnar** - Director of Institutional Effectiveness

**Brian Martin** - Campus Police Corporal

**Benjamin Rogers** - Director of Institutional Technology

**Fran Ferrari** - Institutional Research Analyst

### August:

**Eleanora Palen** - Administrative Assistant to the VP for Academic Affairs

**Tennent Emmons** - International Student Services Coordinator

**Mark Hamm** - Campus Police Officer

**Alandria Johnson** - Recruiting and Onboarding Coordinator

**Joe Moffett** - Dean of Arts, English, & Humanities

**Lydia Lamptey** - Senior Network Administrator

**Michael Shaw** - Senior Director of People and Culture

**Yvonne Chambers** - Professor of Nursing

**Renee Thomas** - Professor of Physical Therapy/ACCE



Welcome!

**Don Ross** - Professor of Business/Economics

**Talonne Johnson** - Professor of EMS

**Travis Draud** - Professor of Biology

**Michael Craig** - Professor of Anesthesia

**Steven Tucker** - Professor of Automotive Technology

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## Meet: R. Adam Molnar

R. Adam Molnar serves as the Director of Institutional Effectiveness. The IE team provides data and analysis to groups within OCCC, including Academic Affairs, departments, and Student Affairs. The team also provides information for official reports, including OCCC's board, the Oklahoma regents, and U.S. Federal authorities.

Adam has 11 years of college teaching experience, plus time in industry as a statistical consultant. Most recently, he was an Assistant Professor of Statistics at Oklahoma State University in Stillwater. Active in statistics education research, he serves as a newsletter writer for the International Association for Statistical Education (IASE) and is a topic organizer for the 2022 conference. He was previously the editor of the 2017 IASE conference proceedings.

His educational background includes a Ph.D. in Mathematics Education from the University of Georgia, an M.S. in Statistics from the University of Chicago, and a B.A. in Applied Mathematics from Harvard University.

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# New Employee Orientation

New Employee Orientation (NEO) is held at 8:30 AM on the first day of each pay period in accordance with a new hire's start date. New employees should plan to spend all day (if a supervisor or manager), or part of their first day with the Human Resources department learning about the college, payroll, benefits, safety, and policies.

Managers and supervisors are expected to assign a mentor to new employees on their first day to welcome them and provide departmental orientation. The orientation ends with lunch in the Wheelhouse!

For more information about NEO or the role of a mentor, check out our [webpage](#).

## UPCOMING NEO DATES:

### August

Monday, 8/23/2021 @ 8:30am

### September

Tuesday, 9/7/2021 @ 8:30am (due to Labor day Holiday on Monday)

Monday, 9/20/2021 @ 8:30am



## Mentor Lunch

As a part of NEO, new hires and mentors from their department break bread in the Wheelhouse Cafe with HR!

We discuss things like: what we like about OCCC, our why, and more!

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## Retirees

Thank you Bonita Spinner for your years of service! Bonita retired 8/1/2021.

Enjoy this next phase of life!



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## 1 Year of Service



OCCC would like to congratulate and thank the following employees who reached their first year of service with the college in August 2021.

Rachele Cromer, Cody Garrison, Justin T. Garret, and Lindsay Birdwell.

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## Benefits:

### BlueCross BlueShield Mobile Apps!

Through our BCBS health insurance provider, we have access to two apps that can help

us stay connected to our health! If you'd like to:

- Find an in-network doctor, hospital, or urgent care facility or search for Spanish-speaking doctors
- Access your claims, coverage and deductible information
- Access your temporary digital member ID card
- Secure login with Face ID (iOS only) and fingerprint ID
- Manage stress through activity and management
- Set goals for activity and mindfulness
- Track your mood

Then click [here](#) for more information and get started!



## Everybody's Free to Wear Sunscreen!

Skin cancer is the most common cancer in the U.S. and the most preventable!

Here's a little listening [inspiration](#) to wear sunscreen, And some more [information](#) from BlueCross BlueShield.



# HELP WANTED

Send good people our way.

## Now Hiring!

Do you know someone who would be a great addition to the OCCC team?  
Ready for a change yourself?

[Check the Job Board](#)

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## Training & Professional Development



**Budgeting & Purchasing:** Bi-weekly budgeting and purchasing training for new supervisors & those who need a re-fresher. Want to join? E-mail [HRtraining@occc.edu](mailto:HRtraining@occc.edu)

**Compliance Training:** Congratulations! We are well on our way in completing required

training via SafeColleges. So far, 57 people have completed 135 of the required courses. Thanks to those who've completed training thus far and for those who have not, you still have time!

SafeColleges has a very robust catalog of additional training just for you, such as: Conducting Job Interviews (mandatory for those who serve on hiring panels), and Communication Styles and Skills, to name a few. Accessing SafeColleges is easy, just click on the link on the right-hand menu in the Employee Portal.

For any questions about SafeColleges, please contact Jade Carter at 405-682.7850.

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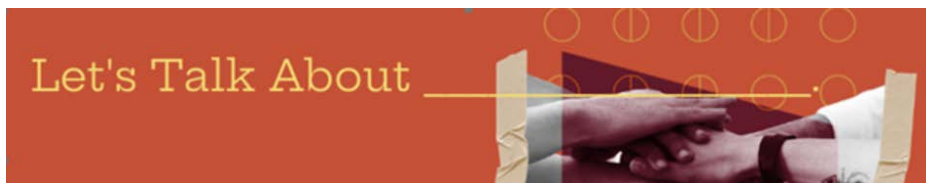
# Onboarding & Recruiting: Hiring Committees

Employees who serve on hiring committees are required to complete a 16 minute training video entitled "Conducting Job Interviews" within [SafeColleges](#).

- Employees may complete training individually or committees can watch together, if preferred.
- Hiring Managers must send verification to HR Recruitment to confirm completion of the mandatory training as a group. No notice is necessary if employees complete them individually.
- Hiring managers should provide HR Recruitment with a list of committee members at least 48 hours prior to the scheduled interviews to verify completion of training.
- Interview committees formed after August 15 will be required to complete this training.

This training is available now and accessible to all employees.

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A series dedicated to providing space for employees to discuss important topics, learn strategies to cope with changes, and develop skills in key areas.

Check out the [Professional Development](#) page to stay up to date on training opportunities like Let's Talk and share your ideas about training you'd like to see at OCCC!

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## Non-Faculty Performance Appraisals

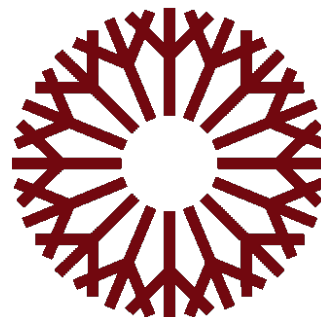
In the next few weeks, supervisors and employees will be meeting to have a conversation around core work competencies and professional goals.

The deadline to submit the initial plan has been extended to Friday, September 17th, 2021.

Check out our [webpage](#) on performance appraisals for more information and resources about the overall process, how to write SMART goals, and more!

The performance appraisal process for faculty is coming soon!

If you're a supervisor, watch this [video](#) to learn how to submit the initial plan in OnBase.

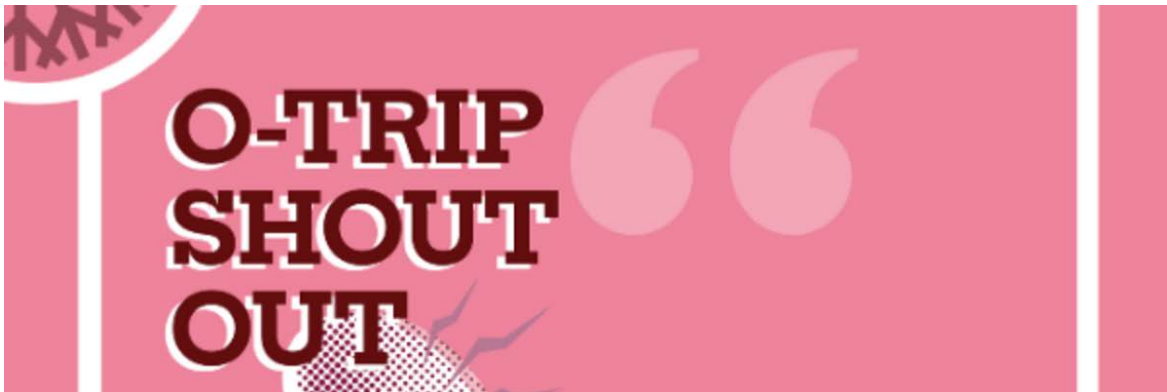






## Fall Carnival!

The Fall Carnival is here to kick off the fall 2021 semester and welcome back students, faculty and staff to campus. The carnival will have live music, food trucks, and 9 different activities/rides. The carnival will have a photo booth, 9 hole mini golf, buckets o' fun ride, human bowling, gladiator jousting, rock climbing wall, bungee jump trampoline, rat race, and a 22 foot slide!

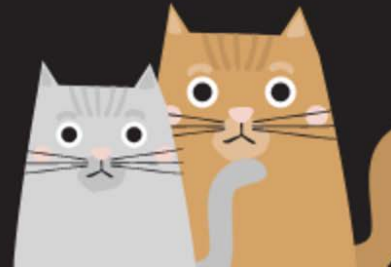


Special thanks goes out to:

- **Cultural Programs!** HR will often use the Bruce Owen Theater for larger training sessions, and we so appreciate the space and the service! Thank you!



We're here for you.  
Meow more than ever.



## OCCC Human Resources: We Work for You

Our team is dedicated to assisting academic and administrative departments in managing the College's most valued asset: its employees. We are available to assist you during normal business hours via email or phone, or just stop by the John Massey Center and say hello. If you have any questions or concerns, feel free to contact Human Resources at (405) 682-7542 or [hrrep@occc.edu](mailto:hrrep@occc.edu).

[Meet Our Staff](#)



**OCCC Human Resources**  
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405.682.7542  
[hr@occc.edu](mailto:hr@occc.edu)

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