

# HR RESOURCE

FROM OCCC HUMAN RESOURCES

December 2021

---

*"The present moment is filled with joy and happiness. If you are attentive, you will see it." - Thich Nhat Hanh*

---



**6 free, confidential face-to-face sessions or unlimited telephonic counseling - for you and your family!**

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

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

1-888-881-5462

---

# 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!



Welcome!

## New Hires

### November:

**James Glasco** - Campus Police Officer

**Mason Beem** - Campus Police Officer

**Rhonda Peterson** - Campus Police Officer

**Tre Parks** - Campus Police Officer

**Marissa Flores** - SSA Support Assistant

---



## Meet: Evin Luton

Evin, Human Resources Assistant, graduated from the University of Central Oklahoma last December during the terrible covid times! She studied Business Management with a minor in Human Resources.

Before OCCC, she was a full-time student and worked full-time at a credit union as a Lead Teller, Collections Specialist, and Phone Center Representative.

In her free time, she loves to listen to music - she is currently collecting vinyl records and tries to attend all the concerts that she can. She also enjoys trying new restaurants and just relaxing on the couch. She's excited to see where life takes her!



## 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 part of their first day with the Human Resources department learning about the college, payroll, benefits, safety, and policies.

The following day, there will be an additional in depth **Total Rewards orientation** from 8:30am - 9:30am. This will help new hires familiarize

themselves with our Total Rewards package and make appropriate selections. If the new hire is also a supervisor, they will attend a **Budgeting and Purchasing training** from 10am -11am on Zoom.

Supervisors are expected to assign a mentor to new employees on their first day to welcome them and provide departmental orientation. Mentors are invited to lunch with their mentees in the Wheelhouse Cafe!

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

### **Upcoming NEO Dates:**

#### **January**

Monday 1/10/22: 8:30am - JMC 131

Monday 1/24/22: 8:30am - JMC 131

### **Upcoming Total Rewards & Budgeting and Purchasing Training:**

#### **January**

Tuesday 1/11/22

- **Total Rewards:** 8:30am - 9:30am - JMC 131
- **Budgeting and Purchasing:** 10am - 11am - Zoom

Tuesday 1/25/22

- **Total Rewards:** 8:30am - 9:30am - JMC 131
- **Budgeting & Purchasing:** 10am - 11am - Zoom





---

## 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!



---

## Not Quite New Employee Orientation

On Wednesday, January 12th 2022, HR is hosting a "Not Quite New" employee orientation, for folks who've onboarded in the past 3 years and may not have had an opportunity to participate in a new employee orientation, but do not need the same information that a first-day new hire would need.

For questions, please contact [HRtraining@occc.edu](mailto:HRtraining@occc.edu).

---



# NEWS & ANNOUNCEMENTS



## Holidays Incoming!

Winter break is fast approaching!

**The campus will be closed:**

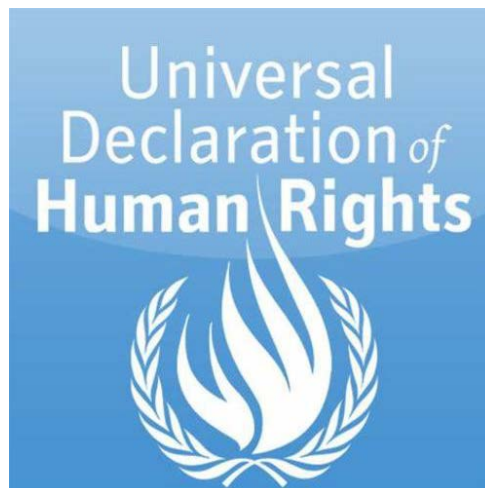
**12/24/2021  
- 1/02/2022**

We wish you a very Happy Holidays and a Happy New Year!

---

## December: Universal Human Rights Month

Universal Human Rights Month is an annual designation observed in December. This month and every month to follow, people across the globe are encouraged to come together and stand up for equality, justice, and the dignity of all humans.

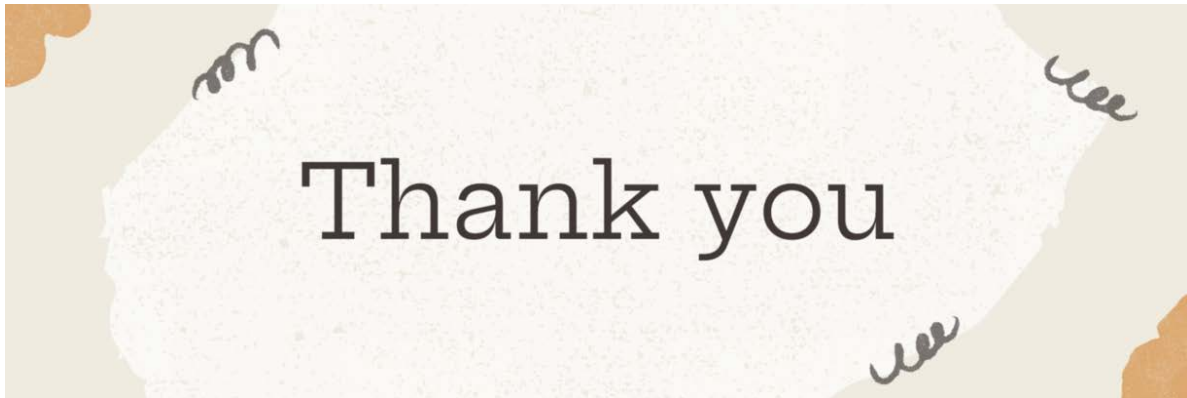


December is a time to honor the Universal Declaration of Human Rights, an international document stating the basic rights and fundamental freedoms to which all human beings are entitled. These rights include freedom from discrimination,

the right to equality, and the right to be considered innocent until proven guilty.

For information or tips on how to observe, follow this link: [Human Rights Month.](#)

---



## Years of Service

OCCC would like to congratulate and thank the following employees who reached these milestones with the college:

### 1 Year

- Catherine Cisneros

### 5 Year

- Daniel French
- LeDelia Jackson
- Cari Hunter

### 10 Year

- Melissa Leon Guerrero

### 20 Years

- Sheri Kingsbury

Thank you for all you do for our students, staff, and community!

---

# BENEFITS

## 2022 Retirement Contribution Limits

2022 contribution limits have been set by the IRS.

Click [here](#) to learn more about the changes.

---

### 403B with AIG

#### Meet with Paul

As an OCCC employee, if you contribute a minimum of 1.5% (pre-tax) to the 403B with AIG, OCCC matches 3%.

**Paul Mariconda**, Senior Financial Advisor with AIG, is available to meet with you in-person on campus or virtually to discuss retirement planning and all things financial!



Here's a [flyer](#) with quick links to information about the OCCC 403B plan as a reminder to start saving for your future today!

---

## How much will YOU need for retirement?

If you follow the news at all,





you probably know that saving for retirement is something of a crisis for a significant portion of our country's population. **So how**

**much do you need to save?**

The answer is both simple and complicated: At a minimum, you need to accumulate enough to cover all of your essentials through your entire retirement phase. If you intend to do anything beyond merely existing, you will need to save additional money to cover your non-essential expenses.

**Interested in reading more?** Click here to read the [full article from AIG!](#)

---

## PROFESSIONAL DEVELOPMENT AND TRAINING

### 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)

**Resilient Leadership:** This series for Managers and Supervisors launched in October! If you are a Manager or Supervisor, you've been added to a

cohort in Microsoft Teams. You'll spend time each month with your cohort sharpening your leadership skills and building a community of practice across campus. Thanks to all who've attended our last three sessions!



## Let's Talk About



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

**Sessions through June have been added!**

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!

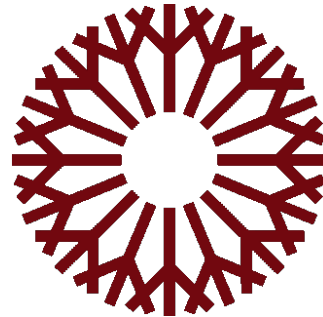
---

## Performance Appraisals

A huge thanks to everyone during this implementation year of our new performance appraisal systems!

Some reminders are below:

- **Full-time Staff:** The due date for Mid-Year Reviews was December 15th! There are resources for Supervisors and Employees that will help facilitate a robust, performance-oriented conversation. Check out the Staff Performance Appraisal webpage for more details (below).
- **Full-time Faculty, Chairs, or Program Directors:** The deadline for the initial planning conference between a Supervisor and Faculty, Faculty Chair, or Program Director has passed. Classroom observations are underway! Check out the Faculty Performance Appraisal webpage below for more information and resources.



**Check out these webpages for additional information:**

- [Staff Performance Appraisals](#)
  - [Faculty Performance Appraisals](#)
-

## Contact

If you have any questions about training or completing online performance appraisal forms, please contact [HRtraining@occc.edu](mailto:HRtraining@occc.edu).

For questions involving personnel matters, please contact Faustina Layne, the Director of Equity and Employee Relations, at [faustina.layne@occc.edu](mailto:faustina.layne@occc.edu) or ext. 7823.

---



## Student Life & The Presence App

**The Presence App:** A One-Stop Shop for Students to Engage with the Campus Community!

The Presence app, brought to you by OCCC Student Life, is an online platform that helps campuses identify ways to increase student engagement, better allocate resources, enhance assessment practices, and promote opportunities, ultimately improving outcomes and retention. Students can learn how to get involved with campus programming, clubs and organizations, volunteering, and even earn academic scholarships.

**For Apple Users:** Click [here](#) to download the Presence App!

**For Android Users:** Click [here](#) to download the Presence App!



Hey Rach - could the marketing team work your magic on some social posts?

Of course! What's it for?

PRESENCE: It's our new campus engagement service. Students can check Presence for info on all campus events, ways to get involved, club info and special announcements!

Sweet, so people just go to a website and sign up? What's the URL?

[occc.presence.io](http://occc.presence.io)

Thanks!! When do you think I can get something?

Super slammed, but we'll get on it! Give us a week or 2 :)



## Get Involved: Student Life

Student Life is fun for the whole campus! The department brings fun and service together with events like "Pancakes and Finals." It's not every day (but can it be, please?) that we get to dress up as Pancakes and Syrup Bottles and fuel the fine minds of our students and staff. If you missed it - catch Cody Garrison and I making up a song and dance on the spot.

Love,

Professor Pancake







**HELP WANTED**

Send good people our way.

## Now Hiring!

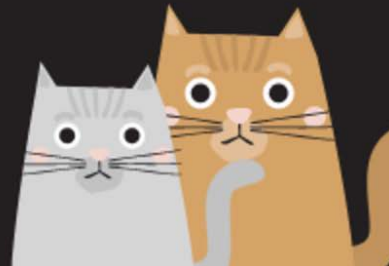
Do you know someone who would be a great addition to the OCCC team?

Ready for a change yourself?

[Check the Job Board](#)

---

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](#)

---

## Thank you!

Thank you for reading - especially if you've made it this far!

If you have suggestions, ideas, or

content you'd like to include in the HR Newsletter, **please email [HRtraining@occc.edu](mailto:HRtraining@occc.edu)**. We generally publish around the middle of the month.



**OCCC Human Resources**  
7777 South May Avenue  
Oklahoma City, OK 73159, USA

405.682.7542  
[hr@occc.edu](mailto:hr@occc.edu)

[Manage](#) your preferences

Got this as a forward? [Sign up](#) to receive our future emails.

View this email [online](#).

7777 South May Avenue  
Oklahoma City, OK | 73159 US

This email was sent to [knix@occc.edu](mailto:knix@occc.edu).

To continue receiving our emails, add us to your address book.

**emma**