

HR RESOURCE

FROM OCCC HUMAN RESOURCES

February 2022

Where there is love, there is life.
- Mahatma Gandhi

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

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www.supportlinc.com

Access Code: occc

1-888-881-5462

SupportLinc Services

Watch this short SupportLinc [orientation video](#) to learn more about their services.

Counseling

- Depression, stress, or anxiety
- Relationship problems
- Grief and loss
- Family or parenting issues
- Substance abuse

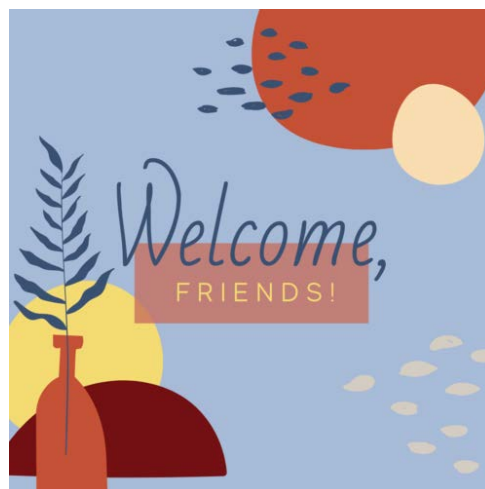
Work-Life Benefits

- Legal consultation
 - Financial expertise
 - Identify theft recovery
 - Dependent care referrals
 - "Convenience" resources
-

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 hrrrep@occc.edu. We look forward to working with you and



seeing you achieve great things!

Welcome!

New Hires

January

Weston Sterling - Campus Police Officer

Paul Rose - Finish/Painting Specialist

Seth Canfield - Student Success Advisor 1

David Price - Director of Bursar Operations

Parker Lepley - Human Resources Specialist

Rachael Farve - Student Success Advisor 1

February

Wenhong "Winnie" Wu - Budget/Finance Analyst



Meet: Winnie Wu

Wenhong (Winnie) Wu received both her bachelor's and master's degrees in Accounting from Wayne State University in Detroit, Michigan.

Winnie has extensive experience in accounting, finance, and administration working in industries such as manufacturing, business, higher education, and government. She loves spending time with her family, gardening, playing tennis, and swimming.

Meet: Leora Kirby

Leora Kirby has joined OCCC as the new Director of

Compensation, Benefits & HRIS. In her previous position, Leora served as Senior HR Business Partner for the University of Oklahoma on the Health Sciences Center campus responsible for the OU Physicians Group that recently merged into OU Health. Prior to joining OU, Leora held executive roles in human resources with national and international companies for over 20 years. Leora is an advanced diver with her favorite place to dive being Bonaire with her master diver husband, Tom.



New Employee Orientation

New Employee Orientation (NEO) is held at 8:00 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 **Total Rewards presentation** from 8:00am - 9:30am. This will help new hires better 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:

February

Monday 2/21/22: 8:00am - JMC 131

March

Monday 3/7/22: 8:00am - JMC 131

Monday 3/21/22: 8:00am - JMC 131

Upcoming Total Rewards & Budgeting and Purchasing Training:

February

Tuesday 2/22/22

- **Total Rewards:** 8:00am - 9:30am - JMC 131
- **Budgeting & Purchasing:** 10am -11am - Zoom

March

Tuesday 3/8/22

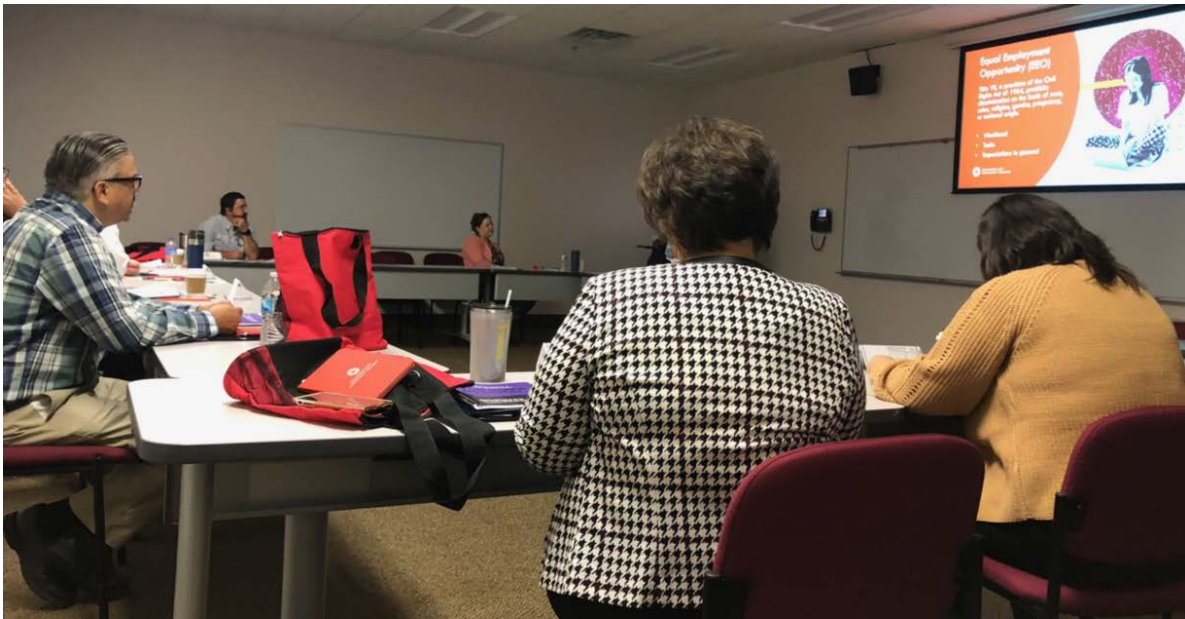
Total Rewards: 8:00am - 9:30am - JMC 131

Budgeting & Purchasing: 10am - 11am - Zoom

Tuesday 3/22/22

Total Rewards: 8:00am - 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!



**NEWS &
ANNOUNCEMENTS**



Let Your Voice be Heard!

Black History Month celebrates the rich cultural heritage, triumphs, and adversities that are part of our country's history. Here at OCCC, we would like everyone to participate in displaying what Black History Month means to you.

Present Your Work:

Submit your idea of what Black History Month means to you. This can be artwork, a poem, video, or any other form of your vision. Prizes will be awarded, and items will be displayed. You have until March 4, 2022 to submit. Items will be displayed in the Bookstore.

This is being jointly sponsored by the Office of Student Life and the Office of Equity & Compliance. Your submissions can be dropped off at the Office Student Life or submitted via email link to:

Kimberly.M.Rundell@occc.edu

We look forward to this year's celebration!



Thank you



2022 Employee Awards

It's time to submit your nominations for OCCC's 2022 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 change 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 five years of service with OCCC. Please use the nomination forms found on the [Employee Portal in the HR Forms](#) section. Completed nomination forms should be submitted to Regina Switzer no later than Friday, April 1, 2022: Regina.a.switzer@occc.edu.

Congratulations to these OCCC Retirees!

Thank you for your service to our college community! Enjoy this next adventure! You'll be missed!

Charlotte Baird

Years of Service

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

1 year of service

Patricia Brown

5 years of service

Octa Gillen

25 years of service

Charles Neatherlin

BENEFITS

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!



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Benefits Updates:

Open Enrollment Spring 2022: Between April 25th and May 6th, employees can learn about OCCC benefits for FY23 and make any desired changes.

Wellness: We're bringing back our wellness program in FY23, starting with Mammograms on Campus on March 25th. **Click here for info!**

OTRS: Unlike most other institutions of learning, OCCC contributes both the employer and employee contribution (a total of 16.5%) into

Oklahoma Teacher's Retirement System!

Ever wonder about the benefits of OTRS and when you can retire? **Click [here](#) to learn more.**

Want to learn more about the economic impact of OTRS? **Click [here](#).**

Questions?

Contact Jeff Sughru, HR Consultant ext. 7808 or email HRbenefits@occc.edu.

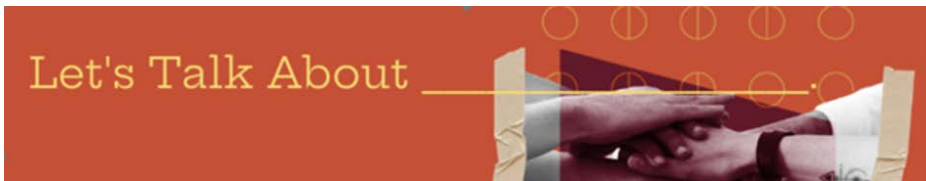


PROFESSIONAL DEVELOPMENT AND TRAINING

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.

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!



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!

Next up (March): Tools for TeamBuilding

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!

Let's Talk About: Tools for Team Building

March 22nd 11:00 AM

sign up

ZOOM - Let's Talk About: Tools for Team Building

March 24th 11:00 AM

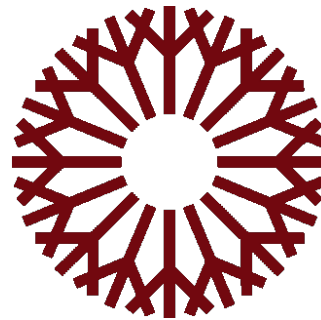
sign up

Performance Appraisals

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

Some reminders are below:

- Initial plans should be submitted for all employees within 45 days of hire.
- **Full-time Staff:** mid-year reviews for staff were due December 15th, 2021. Next up will be a self-



reflection completed by each employee (Due May 1st). Guided reflection training sessions (hosted on Zoom) will be scheduled closer to this phase in the process.

- **Full-time Faculty, Chairs, or Program Directors:** Mid-year reviews are underway! Resources to complete the mid-year review can be found on the Faculty Performance Appraisal webpage below.

Check out these webpages for additional information:

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

Contact

For questions about training, please contact HRtraining@occc.edu.

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

For questions about Performance Appraisals, please reach out to appraisals@occc.edu.



Women's Alliance

The Women's Alliance meets twice yearly to support, encourage, and edify the women in the OCCC community. New members are always welcome. Contact Gena Ford for more information.

2022 Spring Meeting

The women of OCCC are invited to the **2022 Women's Alliance Spring Meeting**. Jenna Howard, licensed clinical social worker, will facilitate a "Heart Check" with us. This presentation will help you learn how to live a more joyful and peaceful life.

- We will explore and discover what you really believe, think and feel.
- What is really in your heart that is incongruent with what you are telling yourself?
- What lies are you believing that are resulting in unhealthy self-protection strategies? What are these self-protection strategies and how do they form?
- What are the beliefs and thoughts behind your current feelings? We will learn how to reject lies that are hurting us and causing self-protection.
- We will learn to choose truth, which brings joy and freedom.

Pre-presentation homework: To get the most out of Jenna's presentation, complete this free Myers-Brigg type of assessment: www.16personalities.com.

Meeting: February 24 at noon

Join the Zoom meeting here: <https://occc.zoom.us/j/96083663220>

For questions, email Gena Ford gena.r.ford@occc.edu.



HELP WANTED
Send good people our way.

Now Hiring!

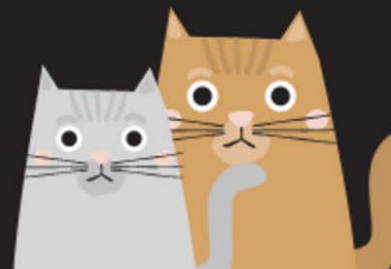
Do you know someone who would be a great addition to the OCCC

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.

[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. 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

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