



# HR RESOURCE

FROM OCCC HUMAN RESOURCES

January 2022

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*For last year's words belong to last year's language  
And next year's words await another voice  
And to make an end is to make a beginning  
- T.S. Eliot*

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## Happy New Year!

May 2022 be filled with health, prosperity, joy, and creativity! OCCC celebrates our 50th anniversary this year. Here's to 50 more!

**Want to update your email signature to celebrate our anniversary?**

Click [here](#) to copy and paste the celebratory brand!





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

Supportlinc@curalinc.com

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

1-888-881-5462

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## **COVID-19 Protocol & Reporting**

OCCC follows CDC recommendations and guidelines:

- Individuals with positive COVID-19 results should isolate for 5 days, regardless of vaccination status.
- If you are asymptomatic or your symptoms are resolving (without fever for 24 hours if it was present), follow the isolation by wearing a mask for 5 days when around others to minimize the risk of possibly spreading the infection.
- For anyone exposed to COVID-19, it is best practice to be tested for SARS-COV-2 at day 5 after exposure.

**Exposed unvaccinated individuals or those 6 months out from second mRNA dose and no booster:**

- Quarantine for 5 days followed by 5 days of strict mask use.
- If quarantine is not feasible - it is imperative to wear a well-fitting mask at all times for 10 days after exposure.

**Individuals that have received a Booster Shot:**

- Do not need to quarantine, however, you must wear a mask for 10 days after exposure.

**Johnson & Johnson (J&J) vaccinated Individuals who received the shot greater than 2 months ago and have not had a booster:**

- Quarantine for 5 days followed by strict mask use for an additional 5 days.
- If quarantine is not feasible - it is imperative to wear a well-fitting mask at all times for 10 days after exposure.

**OCCC Self-Reporting Information:**

OCCC continues to self-report exposure to and/or infection with COVID-19. Please continue to self-report by following the procedure below:

**Students:**

Please go to [www.occc.edu](http://www.occc.edu) and at the top right, click on "COVID19 & Cares Info." This will expand another box and you will click on "Need to self-report a COVID case?" hyperlink.

**Faculty/Staff/Employees:**

Please log onto the employee portal and under "Campus Links" at the bottom, click on the "COVID-19/Delta Reporting" hyperlink.

**For more information:**

- [CDC Updates and Shortens Recommended Isolation and Quarantine Period for General Population](#)
- [Omicron Variant: What You Need to Know](#)
- [SARS-CoV-2 B.1.1.529 \(Omicron\) Variant](#)

OCCC is dedicated to your safety and we will continue to monitor the impact of Omicron and other variants, as well as CDC communication and provide you with updates when there is any significant change.

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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!



Welcome!

## New Hires

### January

**Justin T. Garrett** - Department Chair of Physical Sciences

**Beth Rawlins** - Professor of Developmental Mathematics

**Jamie Herron** - Visiting Professor of Nursing

**Callie Craig** - Professor of English

**Caitlin Ball** - Human Anatomy Laboratory Assistant

**Leora Kirby** - Director of Compensation, Benefits, & HRIS

**Kelly Sibley** - Admissions Outreach Advisor

**Mickey Jack** - Director of Curriculum and Assessment

**Jillian Lindblad** - Director of Enterprise Resource Planning

**Shannon Cook** - Recruitment Assistant

**Brittany Pizarro** - Accounts Payable Specialist

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## Meet: Lindsey Baker

Lindsey Baker moved to Oklahoma City from Tennessee in 2021 and joined OCCC as the Director of the CLT. She has a decade of



experience teaching a wide-range of ages and subjects and has worked in K-5 public education, in Adult Education, and at multiple technical and community colleges.

Most recently, Lindsey spent the last several years as an English professor and the Assistant Dean of English and Fine Arts at Georgia Northwestern Technical College.

What she loves most about her current position at OCCC is that it allows her to support faculty, which in turn helps students succeed in their educational goals. She is passionate about progress, innovation, and technology and brings with her a positive attitude and belief that all people deserve an equal opportunity to become educated and better their lives.

Lindsey is an avid reader and loves to spend time with her husband and pets.



## 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 **Total Rewards presentation** from 8:30am - 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:**

##### **January**

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

##### **February**

Monday 2/7/22: 8:30am - JMC 131

Monday 2/21/22: 8:30am - JMC 131

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

##### **January**

Tuesday 1/25/22

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

##### **February**

Tuesday 2/8/22

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

Tuesday 2/22/22

- **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!



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## Not Quite New Employee Orientation

On Wednesday, February 9th, 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. We'll explore how to get connected on campus with presentations from: budgeting and purchasing, the library, student services, cultural programs, and more.

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





## Celebrating MLK

"I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin, but by the content of their character." - Martin Luther King Jr.

Celebrate that dream and civil rights hero MLK in a way that rings true for you!



### Looking for ideas?

For 40 years, Oklahoma City has hosted an MLK Parade.

- **When:** Monday, January 17th, 2022
- **Location:** Downtown OKC, 600 N Walker Avenue
- Oklahoma City, OK 73102
- **Time:** Begins at 2pm
- **Visit this website for more information:** <https://www.visitokc.com/event/2022-mlk-parade/20237/>

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The campus will be closed on **Monday, January 17th, 2022** in observance of Martin Luther King Jr. Day.

Check out our website for a complete calendar that includes this information: <https://www.occc.edu/calendar/>.

## January is Stalking Awareness Month

It is crucial to bring awareness to the violent nature of stalking and how to identify potential warning signs.

**What does stalking look like?**



- Making repeated unsolicited phone calls
- Sending unwanted letters or other items
- Following victims or showing up at their workplaces or homes

Due to the impacts of COVID-19 restrictions, cyberstalking has become another threatening behavior. This creates new vulnerabilities for victims of stalking through online methods and social media.

#### **What does cyberstalking look like?**

- Unwarranted emails
- Instant and direct messaging
- Liking and commenting on social media posts

The fear, stress, and anxiety that is endured can be debilitating to a person. To learn more, please visit [CDC - Stalking: Know it. Name it. Stop it.](#)

#### **Contact your local service provider or a national hotline:**

**Victim Connect:** 1-855-4VICTIM (1-855-484-2846)

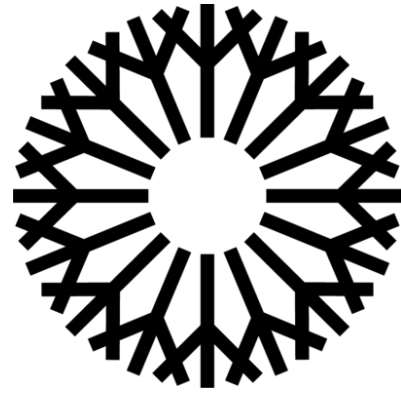
**National Domestic Violence Hotline:** 1-800-799-7233 or TTY 1-800-787-3224 (en español).

**The National Sexual Assault Hotline:** 1-800-656-HOPE (4673)

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## **Pregnancy and Parenting Policy**

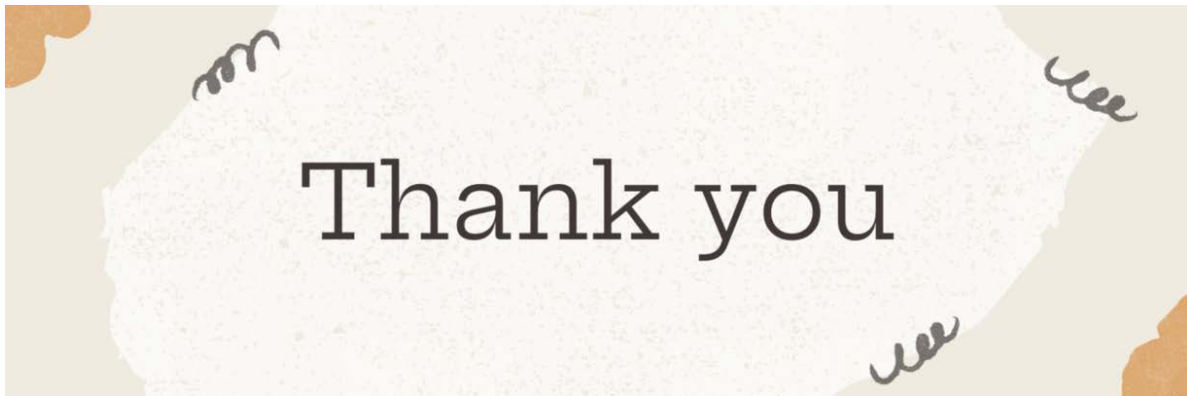
OCCC has a new policy concerning pregnancy and parenting related to Title IX, [Policy No. 1013](#). This policy applies to



students and employees.

If you have any questions regarding this policy or any others, please don't hesitate to reach out to:

- **Regina Switzer**, VP for HR, 405-682-7890, [rswitzer@occc.edu](mailto:rswitzer@occc.edu)
- **Faustina Layne**, Director of Equity and Employee Relations, 405-682-7823, [faustina.layne@occc.edu](mailto:faustina.layne@occc.edu)
- **Kimberly Rundell**, Equity and Compliance Coordinator, 405-682-7850, [kimberly.m.rundell@occc.edu](mailto:kimberly.m.rundell@occc.edu)



## Congratulations to these OCCC Retirees!

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

Sheri Kingsbury

Abra Figueroa

Tammy Diaz

Connie Drummond

## Years of Service

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

### 1 Year

- Jennifer Berg-Williams
- Riley Stevens
- Keturah Lee

### 5 Years

- Lisa Roberts
- Roshell Roberts
- Benjamin Thomas
- Dr. Jon McHenry
- Joshua Keith

### 10 Years

- Sherri Arthur
- Kevin Brannan

### 25 Years

- Michael Franco
- Kim Velleca



# 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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OKLAHOMA CITY  
COMMUNITY COLLEGE  
HUMAN RESOURCES

## Accessing Tuition Benefits

OCCC employees receive two excellent benefits to promote lifelong learning:

- Tuition waivers at OCCC, and
- Tuition reimbursement at other institutions.

For full details, please see [Policy No. 2300 Employee Benefits](#), pages 3 -5.

### Tuition Benefit Highlights:

#### Tuition Waivers at OCCC

- For regular part-time and full-time employees, their spouses, and dependent children
- Regular full-time employees, spouses, and dependents can waive tuition up to 30 credit hours per fiscal year (July 1 - June 30)
- Regular part-time employees, spouses, and dependents can waive tuition up to 15 credit hours per fiscal year (July 1 - June 30)

#### Tuition Reimbursement at other institutions

- For regular full-time employees
- For nonequivalent courses for credit at a public or private

institution of higher education

- Tuition up to 12 undergraduate or graduate credit hours per calendar year (January 1 - December 31)

### Want to request a tuition waiver or reimbursement?

- [Tuition Waiver Request Form](#) PDF
- [Tuition Reimbursement Education and Degree Authorization Form](#) PDF
- Forms can also be found via the Employee Portal > Forms > Human Resources > Benefits

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## 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!

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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!**

**Next up:** Organizational Tips & Tools (sign-up via Eventbrite below)

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: Organizational Tips and Tools**

February 14th 11:00 AM

sign up

## **ZOOM - Let's Talk About: Organizational Tips and Tools**

February 15th 11:00 AM

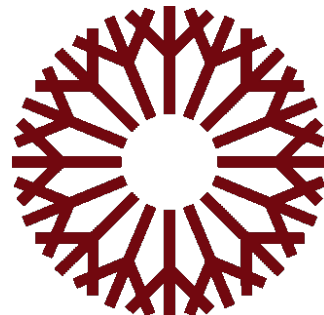
sign up

## **Performance Appraisals**

A huge thanks to everyone during this implementation 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:** Classroom observations are underway. Next up is the mid-year review. Training to prepare for the mid-year review will be held on Zoom. Sign-up via Eventbrite below.

Check out these webpages for additional information:

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

## **Mid-Year Review - Faculty Prep**

January 18th 10:00 AM

sign up

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## **Mid-Year Review - Faculty Prep**

January 18th 2:00 PM

sign up

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## **Mid-Year Review - Faculty Prep**

January 19th 10:00 AM

sign up

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## **Mid-Year Review - Faculty Prep**

January 19th 2:00 PM

sign up

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## **Contact**

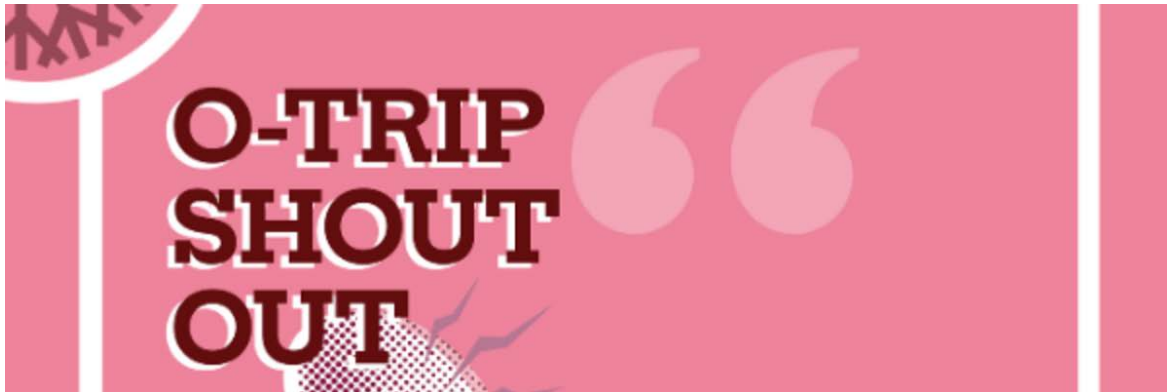
If you have any questions about training or completing online



performance appraisal forms, 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.

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## Inclusive Language

The American Psychological Association has developed an official "Inclusive Language" guide. This is a great resource for folks looking to embrace inclusive language and identify ways to communicate in more effective ways that celebrate our diversity.

Access a PDF version of the guide by clicking here: [inclusive language guidelines](#).

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## 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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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](#)

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## 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

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