



# HR RESOURCE

FROM OCCC HUMAN RESOURCES

July 2021

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*"Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible" - Francis of Assisi*



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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:

### June:

**Dr. Kathy Wheat** - Dean of Health Professions

**Jennifer Allenwood** - Recruiting and Onboarding Specialist

**Madison Barnett** - Records and Graduation Assistant

**Wesley Renfroe** - Math Lab Assistant

**Evin Luton** - HR Assistant

**Alara Johnson** - Project Coordinator

**Abigail Weddle** - Designer

### July:

**Ben Williams** - Box Office and Marketing Manager

**Juo Ting Jennings** - Annual Giving and Alumni Coordinator

**Linsey McClain** - Help Desk Specialist

**Salma Morales** - Student Success Advisor I

**Helra Han** - Student Success Advisor I

**Sharon Riley** - Student Success Advisor I

**John Fields** - Student Success Advisor I



Welcome!

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## Meet: Courtney Jones

Courtney Jones, SHRM-CP, is the Director for Compensation, Benefits, and HRIS. In this role, Courtney assists the Vice President for Human



Resources in the daily management of the office of Human Resources as well as the delivery of human resources services and programs. She is also responsible for managing and administering several core human resources functional areas including benefits administration, compensation, HR systems, position management, and data management.

Courtney has more than a decade of human resources, financial and higher education experience. Before joining OCCC, Courtney was employed at Seminole State College for 12 years

where she served as a GEAR UP Advisor, the Human Resources Director and most recently as the Vice President for Fiscal Affairs.

Jones holds a Master's of Science in Human Resources Administration from East Central University, a Bachelor's of Science in Sociology from Cameron University, and an Associate's of Art in Psychology from Western Oklahoma State College. She is also a Society of Human Resources Management Certified Professional.

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## Meet: **Dr. Kathy Wheat**

*Dean of Health Professions, Division of Health Professions*

Kathy J. Wheat, PhD., CCC-SLP, FASHA, FNAP serves as the Dean of Health Professions for Oklahoma City Community College. Dr. Wheat brings 25+ years of speech-language pathology experience to the role. She was most recently founding Program Director/Associate Professor for the University of St. Augustine for Health Sciences MS-SLP programs, Austin and Dallas Texas. She has worked in collaboration with local, state, regional, and national organizations and groups to promote speech-language pathology and health professions, as well as interprofessional education and practice for health professions. She has practiced as a speech-language pathologist in schools, outpatient clinics,



hospitals, private practice and home healthcare settings.

Dr. Wheat serves as Chair for the American Speech-Language Hearing Association (ASHA) Government Affairs and Public Policy Board (GAPPB) and is former Chair for the ASHA School Finance Committee. She is an ASHA Fellow, National Academies of Practice Fellow, received the ASHA Certificate of Recognition for Outstanding Contributions in Preschool through 12 and Honors of the Association from the Oklahoma Speech-Language Hearing Association.

Her educational background includes a Ph.D. in Education Administration, Curriculum, and Supervision from the University of Oklahoma, Norman, an M.S. in Communication Sciences and Disorders, Oklahoma University Health Sciences Center, OKC, and a B.S. in Speech-Language Pathology University of Sciences and Arts of Oklahoma, Chickasha.



## 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!

### UPCOMING NEO DATES:

#### **July**

Monday, 7/26/2021 @ 8:30 a.m.

#### **August**

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

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

### Role of the Mentor:

- Greet on the first day and attend mentor/mentee luncheon
- Ensure workspace is prepared
- Provide information for the new employee on day-to-day tasks, policies, procedures, etc.
- Facilitate the socialization process
- Be a resource on unwritten policies, workplace culture and norms
- Assist in training the new employee
- Help the employee feel welcome and included

### What are the qualities of a mentor:

- Have a sincere interest in helping the employee
- Lead by example
- Good listener and sounding board
- Flexible
- Value diversity of perspectives
- Knowledgeable
- Nonjudgmental
- Able to give constructive feedback
- Honest and candid
- Able to network and find resources



## Retirees

Thank you **Kim Jameson** for your service! Kim served as the Associate Vice President for Academic Affairs and retired 6/30/2021.

Enjoy this next phase!



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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 July 2021.

David Schemenauer, John Castree, Brandon Dominic, Paul Carroll, Sarah Moore, Kenneth Carr, Briana Ramos, and David Canizales.

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## Benefits Reminder: 403B with AIG

As an OCCC employee, if you contribute a minimum of 1.5% (pre-tax), 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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## Partnership with OKDHS

**Corinne Lee** from OKDHS will begin scheduling appointments at OCCC on July 19th, 2021!

She is available to students, OCCC employees and the community at large, and can provide information about OKDHS services or assist with service applications (TANF, food stamps, etc.).



**When & Where:** Room 2-R-8-A Mondays and Tuesdays, with expansion of availability occurring in August (Monday - Thursday).



Contact info: corinne.lee@okdhs.org or 405-763-9238.

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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?

### **OCCC IS NOW HIRING FOR THE FOLLOWING POSITIONS:**

#### OCCC is seeking a Building Services Specialist

The job function of the Building Services Specialist is to contribute to the well-being of the College by providing work direction and assistance in a wide variety of activities, including the relocation of office equipment; relocation of offices; set-ups of College-sponsored events; back-up of custodial services; support of winter weather operations; minor furniture repair; setting up and tearing down for campus events; light bulb replacement and disposal; ceiling tile cutting and replacement; assisting in supervising the STEP student worker program; monthly inspection of fire extinguisher interior call boxes and related duties, to effectively utilize the space available, as directed.

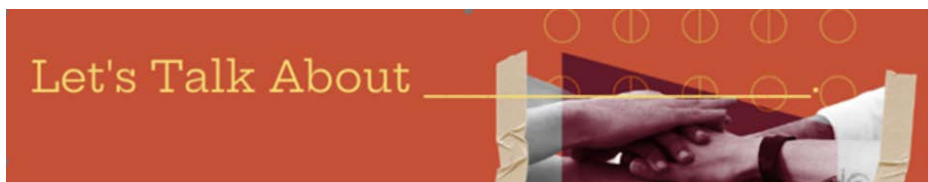
#### OCCC is seeking a Director of Information Technology Infrastructure

The Director of Information Technology Infrastructure's role is to plan, organize, and manage operations to ensure the stability, availability, and integrity of the OCCC's IT infrastructure. Responsibilities include managing a team delivering time-critical support services for day-to-day IT operation in the areas of network, server, storage, data communications, telecommunications, data center facilities management, and 24x7 monitoring of production applications and systems.

This position works daily with the Network, Technology Support Services, and Enterprise Resource Planning units, as well as, both internal staff and third-party contractors, that utilize and depend on the infrastructure services. This individual manages and leads a very technical and process-focused support staff in a complex environment challenged by the daily support needs of the business as well as the ongoing maintenance and

development support for new projects. This individual will champion and lead the implementation of key tools and processes for support of OCCC objectives. The position also requires creating both strategic and tactical plans relevant to department and company goals as well as managing to the budget requirements of the unit. The Director of Information Technology Infrastructure will also schedule and direct activities to resolve hardware and software problems in a timely and accurate fashion.

[Check the Job Board](#)



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

**Thanks to all those who attended our Let's Talk About Performance Appraisals!**

We're currently developing the next session of Let's Talk.

**Topics & Dates to be announced soon!**

*Let's Talk Soon - and More Often!*

Have an idea for the Let's Talk About series? We'd love to hear it! Send it to [HRtraining@occc.edu](mailto:HRtraining@occc.edu)



Special thanks goes out to:

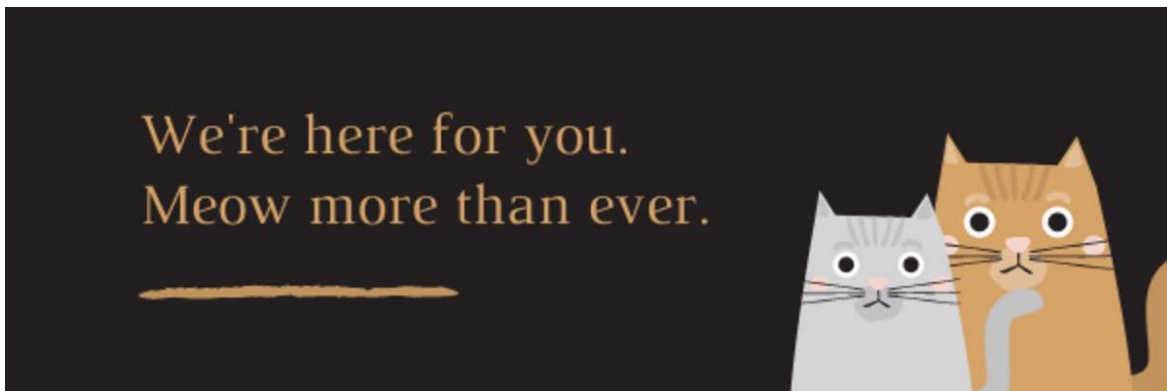


- **The Wheelhouse staff!** Your kindness and customer service are unparalleled! Thank you for providing service for our New Employee Orientations and professional development efforts! You rock!
- **IITS!** Thank you for stepping in to help with technological needs wherever they may arise! You are magicians!
- **Dr. Beau Leaf!** Congratulations on your educational achievement! Dr. Leaf earned a Doctorate in Education -- Sport and Performance Psychology. Way to go!

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## Policy Updates

- Juneteenth is now a federally recognized holiday! Check out [Policy No. 2200](#) to check out the details of OCCC's holiday policy.



## 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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