



HR RESOURCE

FROM OCCC HUMAN RESOURCES

March 2022

Where flowers bloom, so does hope.
- Lady Bird Johnson



Dear Valued
Community,

Since the announcement of my selection as the 11th President of Oklahoma City Community College, I have been deeply touched by the outpouring of support and enthusiasm from



members of this campus community and beyond. I have so greatly appreciated and been

inspired by every email, call, social media post, and kind word expressed in support of my appointment and vision for OCCC. With your continued support, I have every confidence that together we will rise to new heights and enter an era of unprecedented growth, opportunity, and progress.

But there can be no we, without you. This, of course, is why in the coming weeks I will be venturing around campus meeting as many of you as possible. I want to hear from you so as to learn about your goals, passions, and dreams, and how my administration can assist in the achievement of the same. Whether student, staff, faculty, or alumni, I am committed to being of service to you and to the achievement of the College's mission.

I am honored by the trust placed in me by our Board of Regents, and believe that together we will accomplish exceptionalism in all that we do. So, let us walk boldly into this new era and with the confidence that our best days lie ahead.

Sincerely,

Dr. Mautra Staley Jones, President

Dr. Mantra Staley Jones



OCCC
**Police
Department**

Spring Storm/Tornado Season is Upon Us

Be familiar with OCCC "Safer Areas" - they are designated by green signage in specific locations, generally found on the lowest level, interior portions of campus buildings.

Maps are available at www.occc.edu/myway.

Campus "Safer Areas" were identified by Architects, Structural Engineers, and Emergency Management personnel from Safe Schools 101. Although OCCC is not designated as an actual Storm Shelter, these areas of increased resiliency are the best place to be while on campus during an actual weather emergency. In the event of extended sheltering throughout severe weather emergencies, these areas contain kits with basic first aid supplies, battery-powered lanterns, and weather radios.

All Campus Community members should routinely update their Campus Alert Notification System (CAN) information and Subscribe/OPT-IN to Text Notifications at <https://www.occc.edu/can/>.

As a current OCCC student or employee, your college email address is already included in the Campus Alert Notification system. However, if you would like to add additional email addresses or a mobile phone

number to receive text messages, please log in using your username and password to update your account.



Spring Break

Campus will be closed for Spring Break between 3/14/2022 and 3/18/2022.

Enjoy!



OKLAHOMA CITY
COMMUNITY COLLEGE
HUMAN RESOURCES

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!**

COVID-19 Test Kit Reimbursement: You may apply for reimbursement if you've purchased a COVID-19 test kit.

- [Informational Flyer in English](#)
- [Informational Flyer in Spanish](#)
- [Prescription Drug Claim Form](#)

Questions?

Contact Julie Green, Benefits Specialist ext. 7166 or email HRbenefits@occc.edu.

Retirement Planning

Meet with Paul Mariconda

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 sign-ups and information about the OCCC 403B plan as a reminder to start saving for your future today!

Webinars for Building a Better Financial Future

The FutureFIT Financial Wellness Webinar Series gives you the tools to help you make smarter financial decisions. Register to attend webinars on financial topics that matter most to you.

Click [here to register](#).



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

Supportlinc@curalinc.com

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



Thank you

Changes to 2022 Employee Awards

In previous award years, nominated employees were required to have a minimum of five years of service with the college.

For the 2022 Employee Awards, **the minimum service requirement is now one year.** Check out the details of the awards below and nominate your amazing colleagues who've been at the college for one year or more!

- **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.

How to Nominate and Submit

All nominated employees must have a minimum of one year 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.

Years of Service

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

1 year of service

Bryan Esqueda

Kaylin Landry

Audrey Fisher

Arely Vera

10 years of service

Travis Tapparo

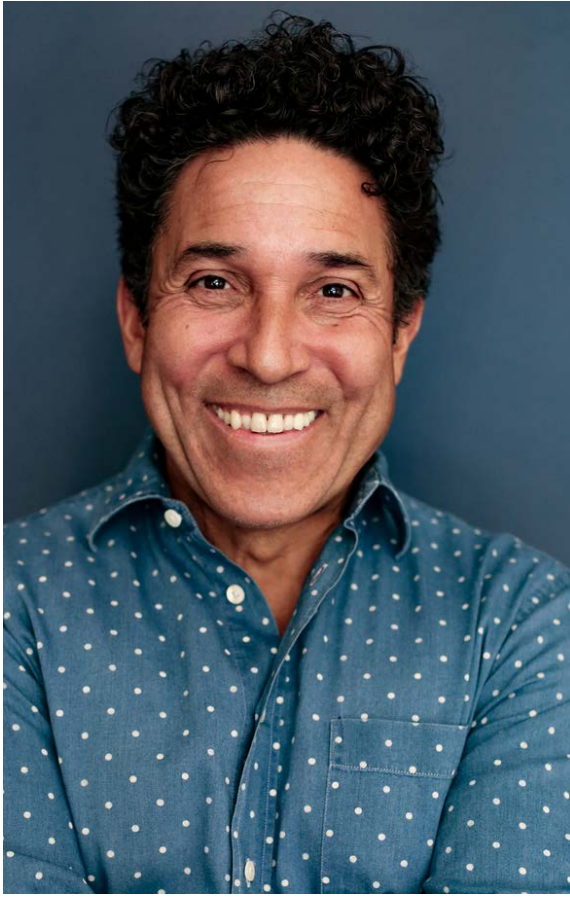
Laura Swain

Congratulations to this OCCC Retiree!

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

Julie P. Johnson

It's an Office Takeover: Panel & Meet and Greet | 4/28 | 6:30pm | VPAC



It is an exciting time to be at OCCC, because we are bringing **Oscar Nunez and Brian Baumgartner** (Oscar and Kevin from the Emmy Award winning show *The Office*) to campus! Join SGA and Student Life for *The Office* Panel where Oscar and Brian will speak about their experience on the show. Want to ask Oscar or Brian a question? You are in luck! You will have the opportunity to submit questions ahead of time!

Not only will we get to listen to Oscar and Brian speak, but we will also have a chance to meet them at our meet and greet after the panel, so be sure to bring something for them to sign.

We are also excited to announce that Lacy Lett, OCCC alum and former KFOR-TV reporter and anchor, will be our moderator for the evening!

Now for the details of the event. Be sure to read carefully, so you know what to expect during the event. All students, staff, and faculty are welcome and encouraged to attend. All current OCCC students, staff,

and faculty can receive 2 tickets by coming to the Office of Student Life. You will need to show a valid OCCC ID. Students will be able to collect tickets beginning April 11, 2022. All staff and faculty will be able to collect tickets beginning April 18. Ticket distribution will be on a first come, first served basis. The event is general seating; we will not be assigning seats. If we run out of tickets, we will have will-call on a first come, first served basis the day of the event. Be sure to check when you must be in your seat; otherwise, your ticket will be voided. We will open seating to will-call.

The panel will begin at 6:30 PM. The meet and greet will begin at 8:00 PM. For those of you who would like to watch from your home, we will have the panel live streamed and later available online.

We highly encourage the use of masks in order to keep everyone safe. Oscar and Brian travel the country speaking to other campuses, and we want to ensure they are able to continue this by staying healthy.

** Once you collect your tickets, be sure to check your email for more details and updates.

** Based on the nature of this event, some details may change. For the most current information, check the program description on Presence and your email.

[Submit Your Question Here!](#)



Student Affairs Information Sessions

Student Affairs is hosting information sessions about their areas. This will be an opportunity to learn more about their services, programs, and processes available throughout Student Affairs and meet some of the staff that can be valuable resources and support.

Entry and Access (Recruitment, Admissions, Records, Graduation and International Student Services)

- March 30th or April 7th from 1:00pm - 2:30pm in the Records Office
- Sign up: <https://www.signupgenius.com/go/70a044da8a62ca3f58-entry>

Student Development (SCMS, Student Life, TRiO, Rec & Fit)

- April 4 1:00pm - 2:30pm in Student Life
- Sign up: <https://www.signupgenius.com/go/70a044da8a62ca3f58-student1>

Student Support (Financial Aid, Student Accessibility and Support, Student Success and Advising)

- March 29 or April 6 from 1:00pm - 2:30pm in Advising Office
- Sign up: <https://www.signupgenius.com/go/70a044da8a62ca3f58-student>

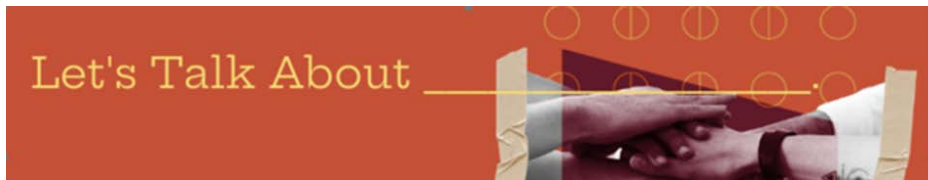


PROFESSIONAL DEVELOPMENT AND TRAINING

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 Team Building](#)

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

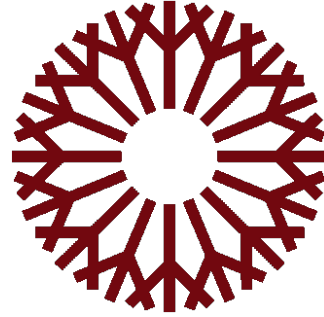
ZOOM - Let's Talk About: Tools for Team Building

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:** Each employee will complete a self-reflection. Guided reflection sessions will be hosted by Human Resources on Zoom in April. Communications with sign-ups will become available after Spring Break.
- **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. Each Faculty, Chair, or Program Director will complete a self-reflection. Guided reflection sessions will be hosted by Human Resources on Zoom in April. Communications with sign-ups will become available after Spring Break.

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.



OCCC Campus Police Department

Special thanks to the OCCC Campus Police Department for their involvement in New Employee Orientation. New hires get to see behind the scenes in the police department, and learn more about our physical safety on campus.

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. We look forward to working with you and seeing you achieve great things!



Welcome!

New Hires

February

Wenhong "Winnie" Wu - Budget/Finance Analyst

Antonio Guardado - Registration Specialist

Melanie Andrews - Police Dispatcher

Jacob White - Computer Technician

March

Julie Green - Benefits Specialist

Billy Blair - Registration Specialist

John Flaming - Payroll Manager

Natashy Embry - Retail Management Assistant

Brian Fugett - Director of Technology Support Services

Ryan Hurt - Administrative Services, Student Accessibility and Support



Meet: Wayne Traywicks

Wayne Traywicks has joined OCCC as the Health Professions Division Assistant after a 30-year career in Transportation and Logistics. In his previous position at UPS, he served as an Operations Supervisor along with 3 years in Business Development. Wayne is

also currently an NCAA Basketball Official and is the Director of Training & Development for L3 Officiating Group.

Meet: Dyanna Johnston

As an extension to Black History Month, we would like to share the story of one of our HealthCare Professionals. Dyanna Johnston, MSN, APRN, AGNP-C, is a Professor of Nursing and Team Leader here at OCCC. Dyanna has been with OCCC for two and a half years and recently shared her story of why she became a healthcare professional.



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:

April

Monday 4/4/2022: 8:00am - JMC 131

Monday 4/18/2022: 8:00am - JMC 131

Upcoming Total Rewards & Budgeting and Purchasing Training:

April

Tuesday 4/5/22

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

Budgeting & Purchasing: 10am -11am - Zoom

Tuesday 4/19/22

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!



HELP WANTED

Send good people our way.

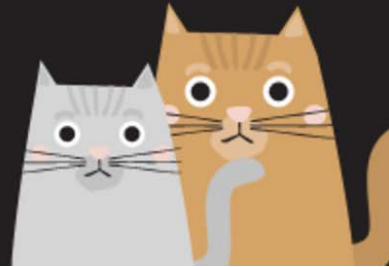
Now Hiring!

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
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405.682.7542
hr@occc.edu

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