



## March 2023

### Updates & News

#### **Roth 403(b)**

Oklahoma City Community College (OCCC) will begin offering a Roth provision to the retirement plan. A designated Roth 403(b) account provides a way to set aside after-tax money and, when you retire, make tax-free withdrawals of principal, interest, and earnings if certain conditions are met. The additional benefit allows you to:

- Contribute to the Roth after-tax account and your pretax account. The annual maximum applies to the combined accounts.

- Roll over the account to other Roth accounts or Roth IRAs

Corebridge will host virtual and in-person seminars to educate our employees about the new Roth benefit and the enrollment process. If you want to attend one of the sessions, please sign up using the following links. We will have other opportunities throughout the Spring if these initial dates don't fit your schedule.

Thursday, March 2 - 9 to 10 am  
Virtual Session

Thursday, March 2 - 2 to 3 pm  
Virtual Session

#### **New Employees**

Sarah Price  
Student Success Advisor 1

Alyssa Odparlik

Tuesday, March 7 - 10:30-11:30 am  
On Campus; Room MB 2R5

Wednesday, March 8 - 11-12 pm  
Virtual Session

As we complete the implementation of this new platform, Corebridge will provide additional informational updates related to Roth 403(b) enrollment. The Payroll Department anticipates the initial employee deductions to be practical on the Friday, April 14, 2023, paycheck.

It is not a one-time enrollment opportunity. Employees can enroll in the Roth 403(b) at any time, similar to our current traditional 403(b).

#### Student Success Advisor 1

Ali Ashworth  
Division Assistant  
Social Sciences

Joshua Winkler  
Campus Police Officer

Stephanie Pitts  
Director of Development

Dr. Jennifer Woolston  
Dean of Arts, English,  
Humanities

#### Employee Handbook

Have you referred to the [Employee Handbook](#) recently? It provides employees with an easily accessible reference guide to OCCC's basic policies, practices, and procedures related to Human Resources and personnel matters. Check it out today!

The month of March also brings multiple awareness opportunities:



Upcoming Events: Spring Break March 13-17 - College Closed

#### Reminders:

Staff, Phase 3: Employee Self-Assessment  
Faculty, Phase 4: Classroom Observation  
Due Before March 31, 2023

Reminder: Staff  
Performance  
Appraisal

### [Phase 3: Employee Self-Assessment](#)

Staff members will complete a review of their own progress related to SMART goals and enter it in the system.

Reminder: Faculty  
Performance  
Appraisal

### [Phase 4: Classroom Observation](#)

Supervisors will schedule a day and time with the Faculty member to observe their classroom (whether in person, or virtual).

*We appreciate your cooperation to promote Staff and Faculty development utilizing this interactive process. If you have any questions, please email [faustina.layne@occc.edu](mailto:faustina.layne@occc.edu).*

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## Professional Development



### Emotional Intelligence Part 1

Emotional intelligence (EQ) is an important part of a person's ability to successfully cope with work demands. EQ provides an important catalyst of social and cognitive functioning and helps become better at decision making, empathizing, leading, communicating, and being resilient.

Participants will recognize our five core emotions and understand the

difference between cognitive intelligence and emotional intelligence. In Part 1 you will learn the personal competencies and skills needed to initiate, maintain, and strengthen working relationships with confidence. Click on a button below to sign up today!

April 4, 2023 - 2:00-4:00 pm

April 5, 2023 - 1:00-3:00 pm

### Current Workshops

Own your development and [ENROLL](#) in one or more of our current workshops.

Civility

Civility: Stop the Gossip

Effective Communication

Inclusive Terms: Sexuality & Sexual Orientation

What is DEI?

## Cultivate Inclusion

Inclusive Terms is a workshop series based on Safe Zone curriculum. Join us as we launch Inclusive Terms: Sexuality & Sexual Orientation. Look for Inclusive Terms: Gender Identity & Expression in April!

### Inclusive Terms: Sexuality & Sexual Orientation

Merriam-Webster added 370 new words to the Dictionary in September 2022. New words are added throughout each year to reflect language growth and changes.

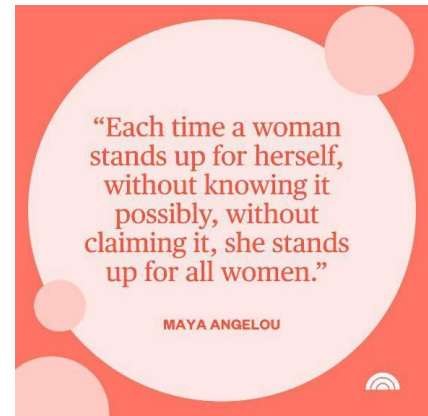
Terminology and words are important, especially those that define and/or describe who we are and our identity/ies. This is an introductory workshop to review core terminology used to define sexuality and sexual orientation. We will review essential Dos and Donts, as well as appropriate ways to show respect with word choice.

Participants will develop a clearer understanding of the importance of language in relation to creating respectful and safe environments for LGBTQIA2S+ individuals.

Limited Space - Enroll Now!

### Monthly Awareness Activity Options

1. Research inequities for:
  - women
  - individuals with developmental disabilities
  - historically marginalized ethnic groups
2. Educate yourself and others against forms of bias
3. Build courage to speak up about inequities



## We're Hiring

[Director of Annual Giving  
and Alumni Relations](#)

[Coordinator of  
Recruitment](#)

[Physical Science Lab  
Assistant](#)

[Student Computer Center  
Lab Assistant](#)

[Adjunct Positions](#)

For other opportunities not  
listed visit:

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

## Years of Service

5 years:

Stephanie Taylor

1 year:

Natasha Embry

John Flaming

Brian Fugett

Julie Green

Ryan Hurt

Dr. Mautra Jones

Janice Stallworth



I am in front  
I lead them all  
They hear my whistle  
They hear my call  
So quick, so neat  
They don't miss a beat  
I am in front  
I lead them all  
This band of people  
They heed my call

What am I?

Answer in next month's newsletter  
February Brain Teaser Answer: The King of Hearts in a Deck of Cards

WELLNESS



BlueCross BlueShield of Oklahoma

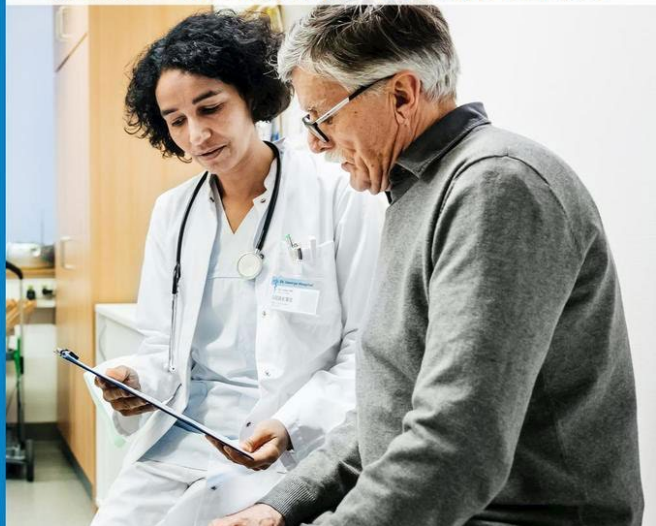
## Learn About Colon Cancer



It can be treated and beaten if found early. Talk with your doctor about lifestyle factors and when you should have a colon screening.

Source: Colorectal Cancer: What Should I Know About Screening? Centers for Disease Control and Prevention, 2020.  
Blue Cross and Blue Shield of Oklahoma, a Division of Health Care Service Corporation, Oklahoma City Community College  
a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association 9100423.0900

BlueResource<sup>SM</sup> – Protecting Your Health – Screening for Colon Cancer



EMPLOYEE  
ASSISTANCE PROGRAM

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

OCCC EAP provider: SupportLinc

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

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

**Access Code:** occc

1-888-881-5462

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