



# HR RESOURCE

FROM OCCC HUMAN RESOURCES

May 2021

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## Support Not Stigma

1 in 5 Americans experiences a mental health concern annually.



[www.1in5.info](http://www.1in5.info)



oneinfive

SUPPORT



LINC

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## May is Mental Health Awareness Month

1 in 5 Americans suffers from a mental health disorder every year, according to the latest data from the National Alliance on Mental Illness (NAMI). Impaired emotional well-being can affect personal health, relationships and finances as well as performance, dependability and team dynamics at work.

It's okay not to feel okay. When it comes to mental health, OCCC is committed to providing support, not stigma.

As an employee at OCCC, you and your immediate family members get access to 6 free, confidential face-to-face sessions per household, per incident, per plan year with a licensed counselor. Unlimited telephonic counseling is available. Get help with:

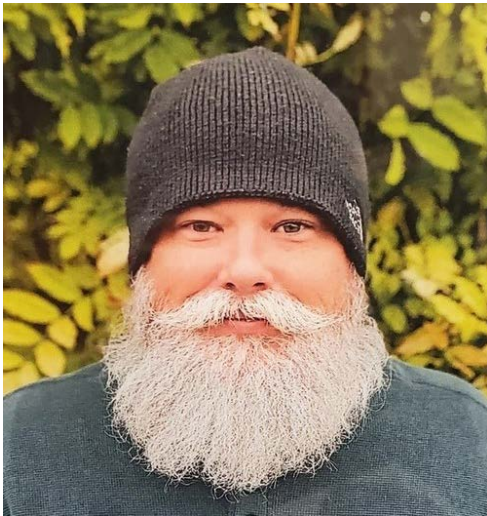
Marriage, relationship problems

Problems at work  
Changes in mood  
Stress & anxiety  
Alcohol & drug dependency  
....and more!

**SupportLinc Employee Assistance Program:**

www.supportlinc.com 1-888-881-5462 supportlinc@curalinc.com

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## In Memory of Chris Shelley

Assistant Registrar and Student Conduct Officer, loving friend, colleague, and family man.

Chris Shelley was an integral part of our campus community at OCCC, and he will be greatly missed.

Rest in Peace, Chris.

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## Welcome to OCCC!

Welcome, new employees! At OCCC, we care about giving our employees everything that they need to perform their best.

If you have questions regarding your benefits or anything else, please contact us at [hrrrep@occc.edu](mailto:hrrrep@occc.edu). We look forward to working with you and seeing you achieve great things!



Welcome!

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## New Hires

### April

**Ashley Chapman** - Police Dispatcher, Campus Police Department, E&G

**Valerie Havrilla** - Social Science Secretary, Division of Social Sciences

**Jermain Down** - Systems Administrator, Systems Administration

**Tracy Curtis** - Director of Development, Institutional Advancement

**Terri Perez** - Accounting Specialist, Office of Chief Development Officer, Institutional Advancement

## Meet Tracy Curtis

*Director of Development, Institutional Advancement*

An accomplished fundraising leader, Tracy Curtis returns to central Oklahoma having most recently served as the Executive Director of Development and Community Engagement for the University of Denver. Previously, she led fundraising efforts for the University of Oklahoma, Cleveland County Habitat for Humanity and Rebuilding Together OKC. She chose to work at the Foundation for Oklahoma City Community College due to her belief that philanthropy is one of the strongest forces for good in our world, inspiring incredible generosity that fuels our best future.



With nearly 30 years of experiences across the private and public sector, she brings a wide range of expertise, including extensive experience in fundraising, strategic management, business development, marketing, and operations. Over the course of her career, Tracy has led comprehensive campaigns, working successfully with large teams across complex, multidisciplinary universities, spearheading paradigm-shifting models that allow for transformative engagement, philanthropy and student achievement.

Throughout her career, Tracy has contributed significantly to comprehensive fundraising campaigns and has dramatically increased giving, soliciting and negotiating strategic relationships for the benefit of the full campus community. She served on several national and local boards, held volunteer leadership roles for both nonprofit and professional organizations, and contributes positively to the field of fundraising through a variety of

activities and speaking engagements. She holds a B.S. in Education from the University of Oklahoma and was a cohort of the 2018 Denver Leadership Executive Education experience. In 2018, Tracy was inducted into the OU Hall of Fame as a D1 collegiate head coach for the sport of rugby. She and her wife, Kathryn Frazier, enjoy their goldendoodle puppy, the outdoors, travel and sports, and look forward to joining the vibrant arts and cultural scene found here at OCCC.

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## 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.

### UPCOMING NEO DATES:

#### **May:**

Monday, 5/17/2021 @ 8:30am

#### **June:**

Tuesday, 6/2/2021 @ 8:30 a.m.

Monday, 6/14/2021 @ 8:30 a.m.

Monday, 6/28/2021 @ 8:30 a.m.

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## Policy Updates

After review by the Institutional Policy Committee and approval by the Executive Leadership team, on April 20, 2021, a new HR Policy has been posted to the College's policy webpage. Policy No. 2300 Employee Benefits will be effective on June 1, 2021.

This new policy is a continuation of our streamlining efforts. We combined several previous policies related to employee benefits into one. You will find just a couple of substantive changes:

- The new policy eliminates the 90-day waiting period on the 403(b) for non-exempt employees.
- The most significant changes may be found in the section on Tuition Waivers. The number of credit hours that may be waived under this policy was increased to 30 per year for Regular Full-Time employees, their spouses, and their dependents. For Regular Part-time employees, the number of credit hours that may be waived under this policy was increased to 15 per year.



**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:**

#### Finance Administrative Assistant

The Finance Administrative Assistant is responsible for performing a variety of administrative functions as well as clerical duties in support of the Office of the Chief Financial Officer and Finance Department Directors.

#### Professor of Computer Science

A faculty member at Oklahoma City Community College has the primary responsibility of instruction. Secondary responsibilities include supporting the integrity of curricula, encouraging student success, and promoting the mission of the academic division to which the faculty member belongs as well as the College as a whole.

[Check the Job Board](#)

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OCCC congratulates all the 2020 retirees - thank you for your years of service! Oh the places you'll go!

## Featured Retiree: Peggy Newman

Academic  
Coordinator of  
Clinical Education  
and Professor of PTA



### **What are you most looking forward to about this next phase?**

I am most looking forward to having less "balls to juggle" all at once. While I will work in the clinic as a physical therapist more regularly, I am hoping to have a little more time to do things I enjoy that I never quite got around to – especially working out more consistently and for longer times... and reading for fun and not related to PT!

### **What will you miss about OCCC?**

This was an incredibly difficult decision for me. I initially began my journey here @ Otrip teaching as an adjunct in January 1988, eventually returning as the PTA Program Director fall semester 1995 through July 2006. After teaching for the second time at OU, I returned to the College in January 2013 as a faculty member and clinical education coordinator. I jokingly say that this place – the College family, the PTA Program, especially our students – is in my DNA. In actuality, it is not a joke as I feel quite a loyalty and love for what happens here. Despite our struggles at times over the years, collectively we always seem to pull together and do whatever it takes to help our students be successful at working toward achieving their goals and bettering their lives. I will miss being a part of this on a full-time basis but have no doubt whatsoever that I'll continue to be involved in one way or another for many years to come!

### **What advice would you give to your colleagues?**

Continue to stick together through thick & thin never "caving" under any kind of duress to lower standards of excellence with the goal of enriching student lives as the end goal and why despite the long hours, layers of minutia at times, and blood, sweat & tears at times, what we do really matters and the lives we touch & inspire are quite probably

changed forever. Through my lens, this is what makes it all worthwhile.



## Featured Retiree: Michaele Cole

Professor of Nursing

### What are looking forward to most about this next phase?

Life is fleeting, so I have decided to retire and leave the

full-time workforce. While I will be enjoying my retirement, I will miss being full-time faculty at the college. And although those have been some of the best years of my life, I am looking forward to the next chapter. The thing I am looking forward to the most in this next phase of my life is spending time with family and having the time to explore new and different things. When you are in the workforce full-time, extensive travel, enjoying hobbies or learning new things feel like a luxury. Hopefully retirement will afford me the time for such luxuries.

### What will you miss most about OCCC?

There are so many things I will miss about teaching, especially at OCCC. Teaching and working with students has been such a passion and truly at the core of who I am. Being a nurse puts me in the helping field by nature but teaching students to become nurses brings a whole new perspective and level to it. I know I will miss that. I will also miss OCCC in general. The support and opportunities that have been provided me during my 14 years plus at OCCC have been amazing. I have truly enjoyed my tenure with OCCC and am more than grateful for the encouragement I have received in pursuing my professional and personal growth objectives while doing what I love: teaching students. I am thankful to have worked at such a wonderful place. Few people have the privilege of being surrounded by such supportive and giving people. I am beyond blessed to have this type of faculty and staff in my life. I will always remember the kindness and support.

### What advice would you give to your colleagues?

Keep doing what you do. OCCC is a school of excellence and it is because of the amazing faculty and staff. The school continues to attract students not only due to the superior education they receive but because of the reputation of the faculty that invest in their lives. It is well known that the faculty care about the students. Continue to do what you love and do best, care and invest in the students' lives through quality education turning out well rounded and productive citizens.

Working here has been such a wonderful experience, and I will cherish the memories forever. It has been my pleasure and my honor to serve as full-time faculty at OCCC. And as I always say, "My worst day here at OCCC is better than my best day somewhere else."

Many Blessings,  
Michaele Cole RN, MHR, MS  
OCCC Professor of Nursing

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## 2020 Award Recipients

OCCC employees nominated their colleagues to recognize them for their excellence, service, and leadership.

Congratulations to the award winners!



**Mr. Tim Whisenhunt** – Robert P. Todd for Leadership

**Ms. Jennifer Peters** – Elven Gray for Service

**Ms. Tamara Duncan** – Employee Award for Excellence

**Ms. Silvia Youngblood** – Employee Award for Excellence

**Ms. Abra Figueroa** – Employee Award for Excellence

### Years of Service

The following OCCC employees have served the college between 20 and 40 years! Thank you all for your dedication and compassionate service over the years!

**Ms. Janice Armstrong** – 20 years

**Ms. Marcelene James** – 20 years

**Mr. Tim Whisenhunt** – 25 years

**Mr. Theodore Lemser** – 25 years

**Dr. Cecil (Max) Simmons** – 25 years

**Mr. Gary Dominguez** – 30 years

**Ms. Claire Echols** – 30 years

**Ms. Dana Glencross** – 30 years

**Ms. Connie Drummond** – 35 years

**Ms. Dorene Hansen** – 40 years

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A series dedicated to providing space for employees to discuss important topics, learn strategies to cope with changes, and develop skills in key areas. Thank you to all who shared their experiences and opinions about coming back to campus. Our next topic is coming soon!

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



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## Announcements

**Compliance Training:** If you have tried unsuccessfully to access EverFi for mandatory training, we are transitioning to a new compliance training program. Look for updates soon for information on our new system.

**Employee Handbook:** OCCC's employee handbook is now available online. You can find it on the left of the [HR webpage](#), or click [here](#) to review.

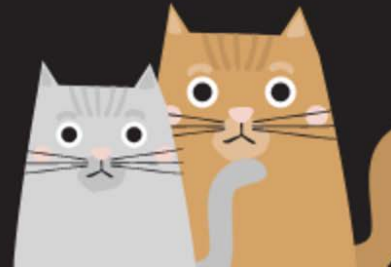
**Important Dates:** Campus Closed Memorial Day weekend Saturday May 29th, 2021 - Monday, May 31st, 2021. Enjoy the 3-day weekend!

**Upcoming Events:**

College for Kids Summer Camp begins June 1st. For more information, go [here](#).

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We're here for you.  
Meow more than ever.



## 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**  
7777 South May Avenue  
Oklahoma City, OK 73159, USA

405.682.7542  
[hr@occc.edu](mailto:hr@occc.edu)

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