

HR RESOURCE

FROM OCCC HUMAN RESOURCES

November 2021

"Gratitude makes sense of our past, brings peace for today, and creates a vision for tomorrow." - Melody Beattie



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Self-Care Inspiration

Hi everyone, it's Audrey, the Employee Development and Training Coordinator.

This time of year can be hard for folks - change in weather, extended family get togethers,

daylight savings (why do we still do this?), the urge to overwork. I promise you the work will be there tomorrow, so set it down when it's time and switch gears.

Every day, it's important for us to do at least one thing that brings us joy and connects us to ourselves. Whatever that is for you, I encourage you to practice it and make it a priority.

Here are a couple of things that I do to de-stress and decompress:

- **Meditate:** In fact, you may see me meditating in my cubicle before a large presentation! I use guided meditations on YouTube. Here's the [one I like](#) before a large public speaking event.
- **Exercise:** I primarily like to get outside and walk with my elderly pup, but as the weather turns, I'll rely more heavily on the [OCCC Rec & Fitness center](#), or Yoga on Youtube (here's one [for beginners](#), if you're interested).
- **Journal:** I love to journal and write poems that aren't meant for anyone else but me. I try to engage in this every day, but I'm not perfect at it. The act of getting a [new journal](#) and writing with my [favorite pens](#) is usually enough to inspire me to continue the practice.

What do you like to do that makes you feel good? Do that!

If you need some ideas, check out www.supportlinc.com. Your log-in information is: occc. The "Dashboard" appears, and there are great resources for those who just want to peruse what's available in a low stakes environment.

The Challenge, if you choose to accept: For the rest of November, each day take at least 10 minutes to do something you like, just for you. Because you matter and what you like to do matters too.

DASHBOARD

Select any of the tiles below to access features within the program.



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 hrrrep@occc.edu. We look forward to working with you and seeing you achieve great things!

New Hires

October:

Dinyelle Dean - Financial Aid Advisor

Daniel Smith - Senior Financial Aid Advisor



Welcome!

November:

Courtney Oliphant - Instructional and Virtual Services Librarian

Marci Moore - Instructional Designer

Rebekah Blair - Instructional Technology Specialist

Emily Wheatley - Division Secretary AEH

Jennifer Inmon - Professor of Nursing

Kira O'Leary - Assistant to the Director of Financial Aid

Carrie Arter - Professor of Nursing



Meet: **Kimberly Rundell**

Kimberly Rundell joins us as the new **Equity and Compliance Coordinator**. She formerly served for 3 years as the Equity Compliance Investigator for the University of Oklahoma.

Kimberly also spent 10 years with the Department of Human Services serving in several different capacities with an emphasis on investigations, process and procedures.

Kimberly has been a youth soccer coach for 15 years and enjoys being involved in the community. Kimberly has a young daughter that also has a love for soccer.



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!

For more information about NEO or the role of a mentor, check out our [webpage](#).

UPCOMING NEO DATES:

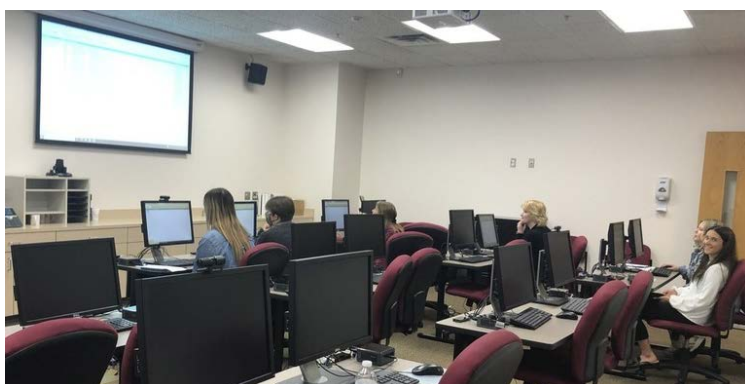
November

Monday 11/15/2021 @ 8:30am

Monday 11/29/2021 @ 8:30am

December

Monday 12/13/2021 @ 8:30am





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!





Holiday Incoming!

Thanksgiving break is fast approaching!

The campus will be closed:

- Wednesday, November 24th
- Thursday, November 25th
- Friday, November 26th

Looking for a way to appreciate folks in your department? Write a "gratitude gram!" and deliver it to their office.

Click [this link](#) to access a PDF you can print out and use for your gratitude grams!

Team Building Ideas

The holiday seasons provides ample opportunity to set intentional time to do some team building with your department. In Human Resources, we've created a "Fun Committee" - no joke! - our job is to find ways to boost employee morale through work-adjacent team-building activities.

Some may be of the opinion that this is a waste of time or unnecessary, but we beg to differ. One of the highest costs to any organization is turnover, and a huge factor in turnover is work environment and employee morale. Not only that, but engaging in fun activities together makes us a more effective, communicative, and dynamic team.

For Halloween - we planned a pizza party, bag decorating contest, costume contest, and played a game called "Guess that Baby!" For Thanksgiving, we are planning to have lunch together, send gratitude grams, and enjoy a cake walk!

Challenge: Create a similar committee for your department that can help plan fun, team-building activities and engage in one by Winter Break!



Help Keep Our Campus Safe: Bystander Intervention Strategies

As a bystander, it is important to determine whether there is a safe and reasonable way to intervene, and to act in a way to assist a person, whether it is before, during, or after an incident takes place.



First things first - be safe.

Take action only if you feel that it is safe to do so. Determine what actions you feel comfortable taking based on the situation. Choose the best method to intervene based on the circumstances, including your own personal safety:

- **Direct:** Intervene directly. By intervening in the moment, bystanders may give the concerned person a chance to get to a safe place or leave the situation.
- **Distract:** Distract either party.
- **Delegate:** Bring in someone else to help, such as a supervisor or law enforcement.
- **Delay:** Check in later. Bystanders can reach out to those affected to link them with resources or offer emotional support.

For more information about Title IX, please visit our [Title IX webpage](#).

Veterans Day

Thursday, November 11th

Veterans Day is a time for us to pay our respects to those who served. For one day, we stand united in respect for you, our Veterans.

This holiday started as a day to reflect upon the heroism of those who died in our country's service and was originally called Armistice Day. It fell on November 11th because that is the anniversary of the signing of the Armistice that ended World War I. However, in 1954, the holiday was changed to "Veterans Day" in order



to account for all Veterans in all wars.

OCCC's Veterans Office serves our Veterans with a variety of support mechanisms. Thank you to our Veterans and thank you to Veterans Services on campus!



Trans Day of Remembrance

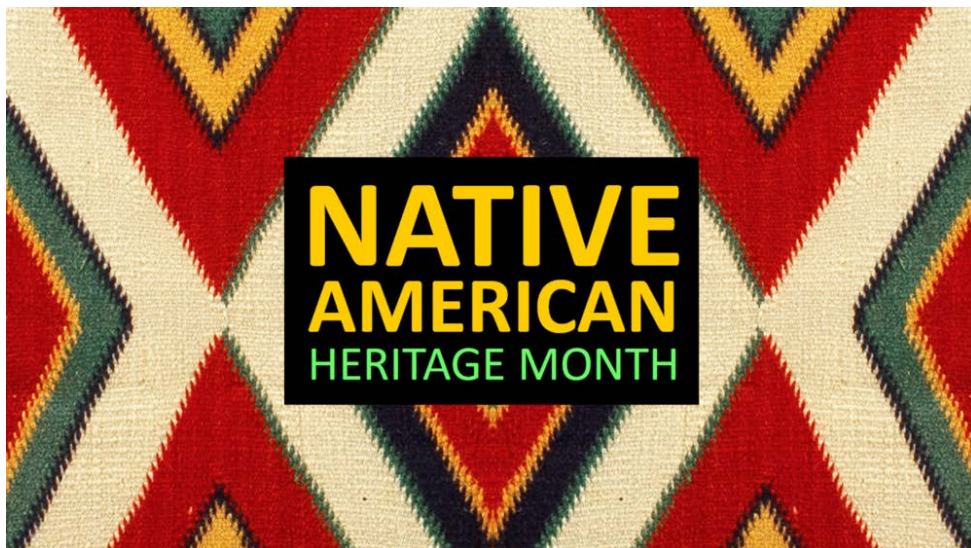
Saturday, November 20th

Transgender Day of Remembrance (TDOR) is an annual observance on November 20th that honors the memory of the transgender people whose lives were lost in acts of anti-transgender violence.

Click [here](#) for more information.

Native American Heritage Fair

Wednesday, November 17th | 11am - 2pm | Main Building outside the Bookstore, along the corridor near the Writing Center



This event will connect OCCC students and employees to indigenous artists, elders, and leaders from local communities. These folks will share breadmaking and basketmaking skills, teach about stickball and cultural traditions, share

Mvskoke (Muscogee Creek) language lessons, and more.

We hope folks stop by to greet our guests and learn a bit more about some of the traditions and artistry that are thriving in our indigenous communities of Oklahoma.



FY2021 Employee of the Year Awards

Katherine Milam - Division of Health Professions

Robert Lane - Marketing and Public Relations

Dr. Courtney Vahlberg - Division of Science, Engineering, and Mathematics

Thank you for all you do for our students, staff, and community!



Years of Service

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

1 Year

- Billie Jo Bergeron - October 21, 2021
- Michael Craig - November 15, 2021

10 Year

- Silvia Youngblood - November 28, 2021

20 Years

- Kathy Nix - October 29, 2021

Thank you for all you do for our students, staff, and community!



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!



Planning and Paying for Healthcare in Retirement

Those saving and planning for retirement face a lot of important questions. How much will it cost to live comfortably in retirement?

How much money is needed in

order to pursue travel or other hobbies we enjoy?

Importantly, how much is healthcare in retirement?

All too often, those approaching retirement fail to consider healthcare costs in their retirement planning and spending estimates. Several industry studies have pegged the costs of healthcare in retirement as a major expense that those approaching retirement often underestimate. Generally, the cost of healthcare for retirees is rising faster than the general level of inflation.

Interested in reading more? Click here to read the [full article from AIG!](#)

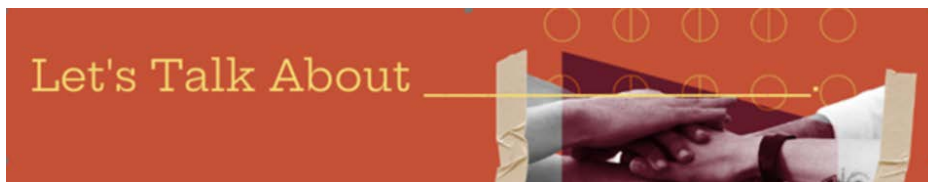
PROFESSIONAL DEVELOPMENT AND TRAINING

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. A sincere thanks to all the Managers at OCCC who attended the first session! A few pictures from our first session are below.

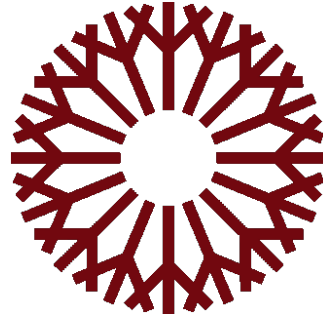


A series dedicated to providing space for employees to discuss important topics, learn strategies to cope with changes, and develop skills in key areas.

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!

Performance Appraisals

A huge thanks to everyone during this implementation year of our new performance appraisal systems!

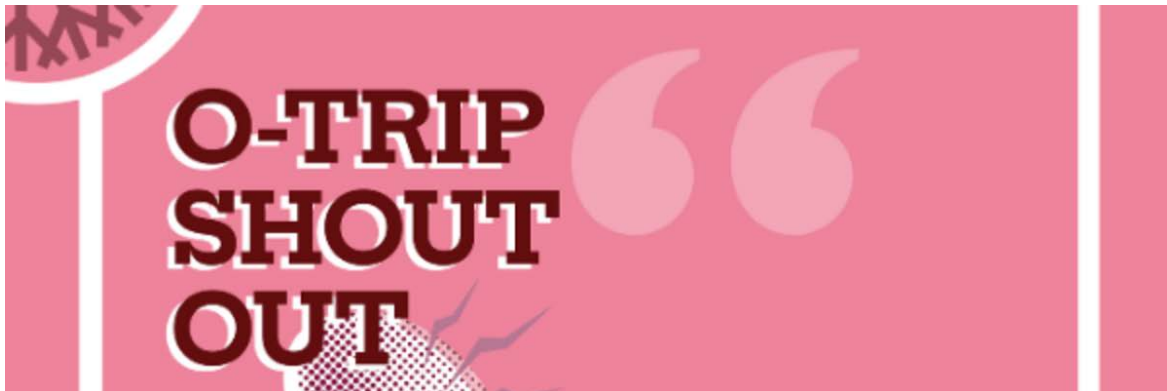


Some reminders are below:

- **Full-time Staff:** We are in the midst of Mid-Year Reviews (Due December 15th)! There are resources for Supervisors and Employees that will help facilitate a robust, performance-oriented conversation. Check out the Staff Performance Appraisal webpage for more details (below).
- **Full-time Faculty, Chairs, or Program Directors:** The initial planning conference between a Supervisor and Faculty, Faculty Chair, or Program Director is due on Friday, November 12th. Like the staff appraisals, there are resources on the Faculty Performance Appraisal webpage that can help you prepare.

Check out these webpages for additional information:

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



Special thanks goes out to:

- **All Staff (and especially, Academic Affairs!):** We would like to thank everyone for their participation in the HLC process. We can all be proud of what we've accomplished together.
-



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.



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hr@occc.edu

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