

HR RESOURCE

FROM OCCC HUMAN RESOURCES

October 2021

"The greatest discovery of all time is that a person can change his future by merely changing his attitude." - Oprah Winfrey

October is Domestic Violence Awareness Month

OCCC wants to raise awareness by highlighting topics that impact our community. Learn more by:

- Taking a look at "Wheel Talk" to learn more about Domestic Violence: click [here](#).
- Learn what you can do to help prevent violence through bystander intervention: click [here](#).

Resources On and Off Campus:

- **Our team in HR** can connect you to free and confidential resources you need. You can reach out to **Kimberly Rundell**, our Equity and Compliance Coordinator by calling 405-682.7850 or emailing kimberly.m.rundell@occc.edu.
- **SupportLinc:** For additional resources, call 1-888-881-LINC (5462), text



"support" to 51230, or visit [SUPPORTLINC](#) and logging with username: OCCC.

- **YWCA:**

[Website](#)

24 Hour Hotline 405-917-9922

Advocate Line 405-948-1770

- **Palomar: *Bilingual Service Providers***

[Website](#)

24 Hour HotLine 1-800-522-7233

Advocate Line 405-552-1010

If a student confides in you, please report suspected dating or domestic violence to OCCC online [here](#), by email to rswitzer@occc.edu, or by phone at 405-682-7890.

****If this is an emergency, or you would like to initiate a criminal complaint, call OCCC Campus PD at 405-682-7872 or local law enforcement as soon as possible. If you need immediate law enforcement assistance, call 9-1-1.**



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

Supportlinc@curalinc.com

www.supportlinc.com

1-888-881-5462

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:

September:

Katrecia Hardy - Assistant Director of Trio

Josh Sadler - Student Success Advisor 1

Taryn Gunn - Financial Aid Advisor

Chris Woodard - Senior Buyer

Joshua Munson - Campus Police Officer

October:

Ian Wakefield - Print Shop Technician

Casey Tripp - Math Lab Assistant

Keith Hales - Project Manager (Facilities)

Kimberly Rundell - Equity and Compliance Coordinator

Kathryn Earl-Wilcox - Dean of Online



Welcome!



Meet:

Kathryn Earl-Wilcox

Oklahoma City Community College's mission allows Kathryn Earl-Wilcox to incorporate her passions to serve students. As an OCCC alumni, Dr. Wilcox took the tools and caring environment of OCCC to launch her journey of education in achieving a Bachelors in Management, a

Master's in Education, a second Masters in Literature/Liberal Studies, and a PhD in Industrial/Organizational Psychology. She believes that without the support of OCCC she would not be where she is today.

Dr. Wilcox has joined our executive staff as the Dean of Online. She has served as a Production Manager, Faculty Development Administrator, Associate Dean, Dean of Academic Affairs, and Dean/Director of Education. In addition, she has taught on-ground and online since 2009. She strives to bring the magic of learning to the online environment.

In her personal life, she has three grown children, seven grandchildren, and her first great-granddaughter is due any day. She enjoys long-arm quilting, reading, sewing, gardening, swimming, and cooking. Ask her for some of her favorite recipes and she will be happy to share!



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:

October

Monday 10/18/2021 @ 8:30am

November

Monday 11/1/2021 @ 8:30am

Monday 11/15/2021 @ 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!



Happy National Coming Out Day!

October 11th

National Coming Out Day is an annual awareness day to support the LGBTQ+ community.

Whoever you are and whomever you love, wherever you've been and



**NATIONAL
COMING OUT
DAY**
October 11

wherever you're going: you're welcome here!



Hispanic Heritage Month

September 15th - October 15th.

This month honors and highlights the tremendous contributions and influence of Latinx & Hispanic communities in the United States.

Learn more [here](#).



2021 - 2022 Faculty & Staff We Can Campaign

November 1st - 5th, online & on campus

As faculty and staff members, we improve the OCCC student experience not only with our expertise in our fields, but also by sharing our time and talents. You are an integral member of the OCCC community, and your support, combined with that of our fellow colleagues, provides funds that are vitally important to the work we do each day, positively impacting the students and programs that motivate our work. Here are examples of the combined impact your charitable donation provided for our students last year:

Scholarships— During 2020-21, more than 300 students were awarded scholarships valued at \$192,694.

COVID Emergency Funds— 740 students impacted by COVID were provided \$250 VISA gift cards, totaling \$185,000.

Campus Food Pantry— OCCC distributed ~ 120,000lbs of food to more than 6,000 students, supported in part by the Foundation.

Program Support— The Foundation provides crucial financial resources that mean the difference between ordinary and extraordinary programs, such as Students Connecting with Mentors for Success, the Digital Production Cinema program, the Visual & Performing Arts Concert Series, and so many more.

Contact: Reach out to OCCC Foundation staff, Juo Ting Jennings, at 405-682-7591, or email jjennings@occc.edu, with any questions you may have or to become involved with the campaign.



Thunder Tickets!

OCCC Foundation is selling Thunder tickets for the 12/12/21 game:

Dallas vs. Thunder!

Click [here](#) for information to purchase.

SoonerCare Expansion

Oklahomans voted to approved Medicaid Expansion which will allow an estimated 200,000 more Oklahomans to qualify for Medicaid.

Many of our students may qualify for coverage.

Click [here](#) for details about qualifications and applying!



FY2021 Employee Awards

Chris Shelley Memorial Award - Amanda Williams-Mize

Elven Gray Award - Janis Armstrong

Robert P. Todd - Sara Mathew

Ray McCullar Award - Dr. Tad Thurston

Employee of the Year Award - Cindy Milam

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 the milestones below with the college:

1 year: Billie Jo Bergeron

5 years: Tiffany Jackson, Ethan Burchett, & Maureen Wolf

20 Years: Kathy Nix



Financial Seminars with AIG

Did you know October is National Retirement Security Month?

Attend a Financial Wellness Seminar

Interested in learning more about financial wellness?
Join **Paul Mariconda** in-person or on Zoom.

Details are below:

- **In-person: Thursday, October 21st** 11am - Noon in HP215A
- **Virtual: Tuesday, October 26th** 2pm - 3pm on Zoom



To register, please click [here](#).

Interested in attending other webinars focused on retirement planning? Click [here](#) to access multiple sessions & reserve your spot!

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.

Let's Talk About



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

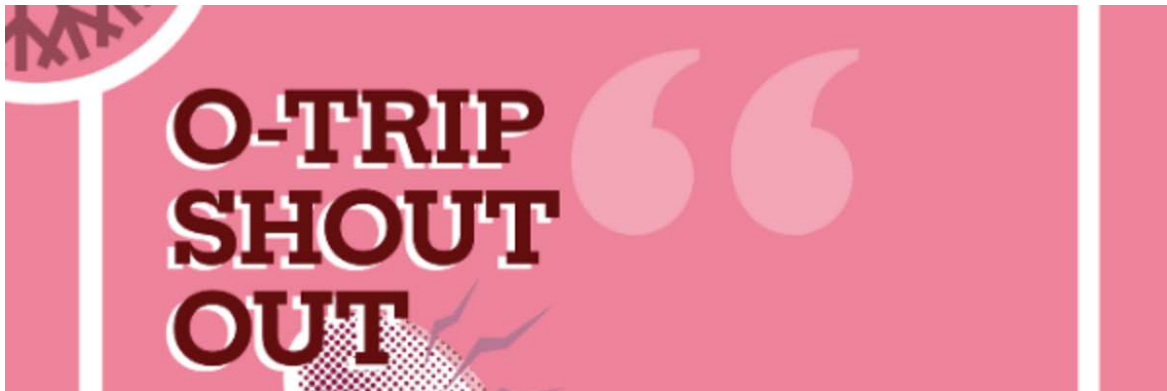
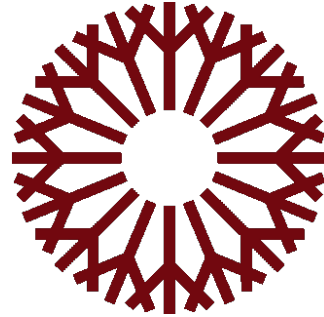
appraisal systems!

Some reminders are below:

- **Full-time Staff:** the deadline for the initial plan (where you'll discuss competencies and goals) has passed: Friday, September 17th, 2021. Next up is Mid-year reviews (due before Winter Break).
- **Full-time Faculty, Chairs, or Program Directors:** More details about this performance appraisal process are coming soon!

Check out these webpages for additional information:

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



Special thanks goes out to:

- **Managers & Supervisor at OCCC!** We would like to thank every single one of you for being leaders on this campus, for dedicating your time and effort to your staff and students, and for making OCCC what it is today -- a cultural hub in Oklahoma City! Thank you!
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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?

[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](#)



OCCC Human Resources
7777 South May Avenue
Oklahoma City, OK 73159, USA

405.682.7542
hr@occc.edu

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