

# HR RESOURCE

FROM OCCC HUMAN RESOURCES

September 2021

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*"Listen to the voice that tells you what you could do. Nothing will define your character more than that." - Steven Spielberg*

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# 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](mailto:hrrep@occc.edu). We look forward to working with you and seeing you achieve great things!

New Hires:

## August:

**Dalon Lehenbauer** - Campus Police Officer

**Brittany Phillips** - Assistant to the Director, Student Success Advising

**Lourdes Esparaza** - Admissions Outreach Advisor

**Harvey Parker** - Simulations Manager

**Julie Slate** - Intake Assistant

**Timothy Geist** - Senior Systems Administrator

**Faustina Layne** - Director of Employee Relations

## September:

**Andi Gleichman** - Assistant Stage Manager

**Donovan Fields** - Building Services Specialist

**Tiffany Davis** - Student Success Advisor 1

**Carina Amrine** - Scholars for Excellence in Child Care Coordinator

**Patricia Pixler** - Student Success Advisor 1

**Peng Wu** - Professor of Chemistry



Welcome!

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Meet:

**Faustina Layne**

Faustina Layne  
recently retired from the  
University of Oklahoma after



22 years of service and has joined OCCC as the new Director of Employee Relations.

In her previous position, Faustina served as the Equal

Opportunity & Title IX Officer for the University of Oklahoma Health Sciences Center and Tulsa campus.

Faustina recently obtained her Master of Legal Studies in Healthcare Law and has extensive experience in management, research, and compliance.

In addition, Faustina enjoys teaching and is a certified Jazzercise Instructor for the Jazzercise Moore Studio. She has two boys and loves spending time with her grand-dog, Jasmine.



## 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:

September

Monday, 9/20/2021 @ 8:30am

October

Monday, 10/4/2021 @ 8:30am

Monday 10/18/2021 @ 8:30am

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## 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!

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## Mandatory Reporting

OCCC is committed to providing a workplace and educational environment free from discrimination, harassment, and sexual misconduct. As part of that commitment, OCCC employees (faculty, staff, and administrators) are required to report knowledge, notice, and/or reports to the **Title IX Coordinator, Dr. Regina Switzer**.

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Reports can be made by:

- **Phone:** (405) 682-7890
- **Email:** [regina.a.switzer@occc.edu](mailto:regina.a.switzer@occc.edu)
- **Online Reporting Form:** Click [here](#)

Please visit the [Title IX webpage](#) for further information regarding [OCCC Policy No. 1012.](#)

## Hispanic Heritage Month

A month-long celebration that takes place from **September 15th - October 15th.**

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

### Want to celebrate?

Join on Saturday, September 25th for the 3rd Annual Festival AMISTAD.

Contact Cultural Programs to get involved.

- **Phone:** 405-682-7576
- **Email:** [culturalprograms@occc.edu](mailto:culturalprograms@occc.edu)



HONORING THE HISPANIC HERITAGE MONTH

**HolaOK** PUTNAM CITY PRESENTS

FESTIVAL HISPANICO

# Amistad 2021

SATURDAY, SEPTEMBER 25 2021

Putnam City High School Parking lot 5300 NW 50th, St. Warr Acres OK  
Parade starts a Walmart Parking Lot - 6437 N. MacArthur Blvd. 11:00 AM

*Free for the whole family!*

Flags Parade | School Bands | Big Parade | The best Hispanic local artists | Folkloric Dances | Crowning Miss AMISTAD 2019 |  
Food | Vendors | Crafts | Games | Horse Show | Jumpers

PARA MÁS INFORMACIÓN LLAMAR AL (405) 706-8258 (ESPAÑOL)  
FOR MORE INFORMATION CALL (405) 436-3099 (ENGLISH)

AUSPICIAR

David Stanley  
OKLAHOMA CITY

100 YEARS OF PUTNAM CITY SCHOOLS (214) 454-2740

INCA KOLA (214) 454-2740

DOMENACK Plaza Estadio (405) 401-2684

INSTITUTO HISPANO (405) 235-7411

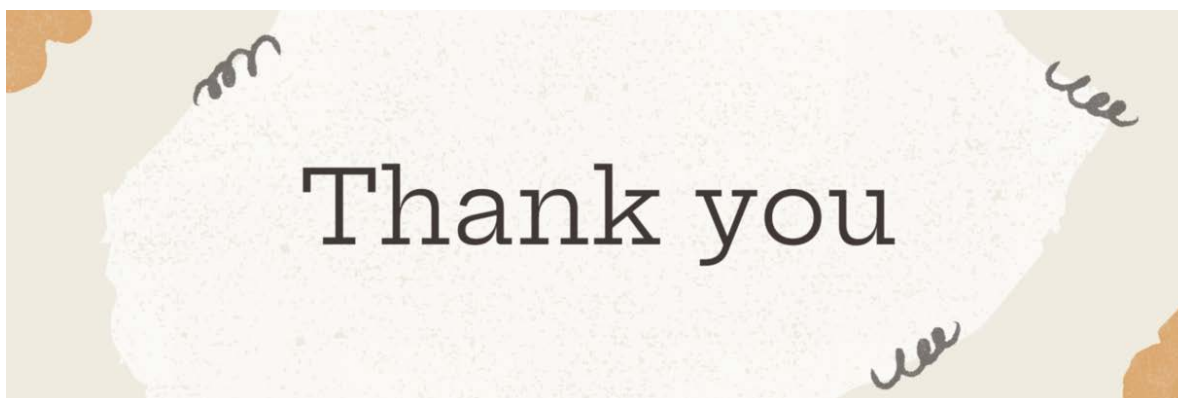


## Retirees

Thank you **David Shriver** for your service! David retires from his position as a Campus Police Officer on 10/1/2021.

Enjoy this next phase of life and development!

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## Years of Service

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

**5 years in August 2021:** Dr. Shanna Padgham, Merette Dean, Mary White, & Dana Passek

**5 years in September 2021:** Kyle Gardner

**10 years in August 2021:** Lisa Ballard, Ivana Pavic, Dr. Jennifer Allen, Todd Rudat, & Shawna Talamasey

**15 years in August 2021:** Doralicia Sandoval, Julie Corff, Dr. Bruce Cook, Dr. Markus Smith, Jackie Frock, Kay Wetmore, Robin McMurry, Randall Anderson, Raul Ramirez, Ginnett Rollins, Greg Mellott, Michael Boyle, Yuthika Kim, Dr. Changjiang Zhu, Christine Miller, & Ray Dockrey

**20 Years in August 2021:** Pamela Stout & Lisa Buckelew

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# BENEFITS

## 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!

### Attend a 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



# 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](mailto:HRtraining@occc.edu)

**Leadership Development:** This series for Managers and Supervisors launches 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. More details to come shortly!

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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!

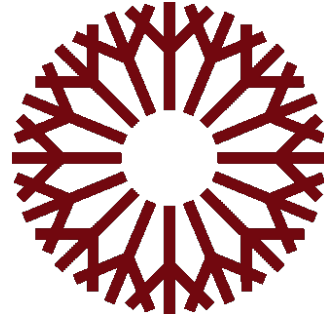
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## Performance Appraisals

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

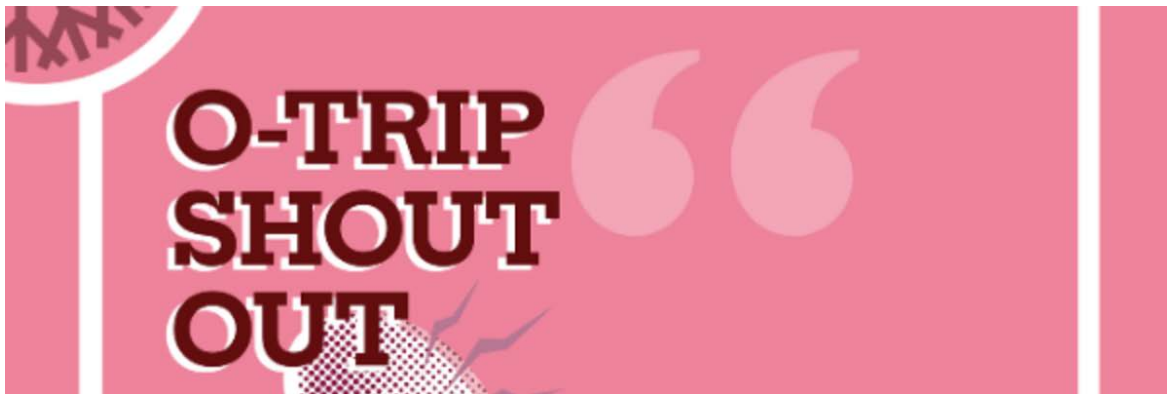
Some reminders are below:





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

Check out our Performance Appraisal [webpage](#) for more information.



Special thanks goes out to:

- **IT!** Special thanks goes to Josh Wade, who has been integral in the creation of our performance appraisal forms in OnBase.



**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](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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