



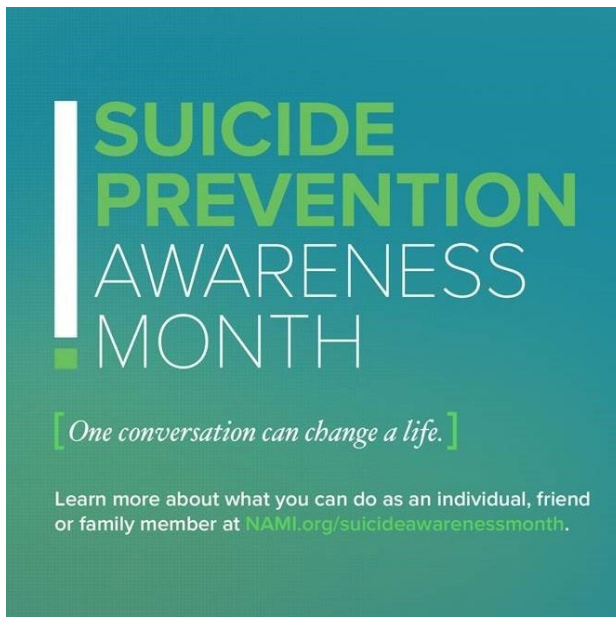
September 2022



Holiday Schedule

Thanksgiving Break
Campus Closure
November 21-25

Winter Break
Campus Closure
December 23-January 2



[Mental Health First Aid](#) is a skills-based training course that helps participants better prepare for difficult conversations or situations.

In professional and personal settings, we often find ourselves trying to navigate mental health and substance-use challenges. Focus time to develop a skill that may change the life of an employee, student, friend, or family member. This is a professional development opportunity led by SAS. The course requires a minimum participant threshold.

Contact [HRTraining](#) with interest.



Years of Service

Congratulations to the following employees who have reached these milestones with OCCC.

5 years

Lillian Booker

1 year

Carina Amrine
Donovan Fields
Tiffany Davis
Christopher Woodard
Taryn Gunn
Joshua Munson
Kathryn Earl-Wilcox



[Senior Accountant](#)

[Accounting Specialist - Cultural Programs](#)

[Adjunct Positions](#)

www.occjobs.com



Civility

Have you ever been on the receiving end of a rude comment or look? Is working with others important to your role? Do you ever dread working with certain people?

Limited Space Enroll Now

[September 26 from 2-4 pm](#)

[September 27 from 9-11 am](#)

The Civility workshop helps us better understand how to promote positive interactions through our own behaviors. Gives a foundational framework for the navigation of professional relationships, which are absolutely necessary to goal achievement. Together we can create a culture of civility.

[October 10 from 2-4 pm](#)

[November 2 from 1-3 pm](#)

[December 20 from 1-3 pm](#)

Limited Space Enroll Now

[September 27 from 3-4 pm](#)

[October 18 from 8:30-9:30 am](#)

[December 1 from 3:30-4:30 pm](#)

[December 22 from 3:30-4:30 pm](#)

Civility: Stop the Gossip

Does gossip make you uncomfortable? Not sure what to do.

Enroll for an eye-opening look at workplace gossip. This workshop includes why people gossip and ramifications. Find out how to best create boundaries and identify college resources to better manage these difficult situations.

**This workshop is more beneficial after the Civility workshop completion.*

What is DEI?

Diversity, equity, and inclusion (DEI) programs are imbedded in workplace culture. DEI programs are not limited to any one sector or industry. This workshop provides a foundation to understand what it is, how it works, and why it is important. Find a deeper understanding of one of the most important workplace topics in the 21st Century.

Limited Space Enroll Now

[October 11 from 9-10:30 am](#)

[October 11 from 2-3:30 pm](#)

[October 12 from 9-10:30 am](#)

[October 12 from 2-3:30 pm](#)

[December 1 from 1-2:30 pm](#)

Limited Space Enroll Now

[October 20 from 9-11 am](#)

Effective Communication

Have you ever ended a meeting or conversation more confused about the topic than before?

Or, realize days or weeks later that your perception of a communication differs from others?

November 10 from 2-4 pm

December 21 from 9-11 am

Communication is often the most complex aspect of working with others. This requires a lifelong commitment to communication skill development. Continue to hone this skill. Topics include but are not limited to active listening, psychological safety, and the communication cycle.

Interviewer Bias Awareness

Bias leads to poor hiring decisions. HR commit's to equitable candidate evaluations for hire. Interview questions provide an opportunity to evaluate candidate competence as it directly relates with the official position/job descriptions. The workshop is informative and reflective with practical application for all levels of experience.

ATTENTION

Hiring managers and past year **search committee members** will receive an enrollment invitation email in September.



NEW EMPLOYEES

Kate Adams – Student Success Advisor I

Garret Stancil – Student Success Advisor I

Rachel Parks – Graphic Designer

Cecilia Dominguez – Graphic Designer

Rikki Adams – Microbiology Lab Assistant

Chris Borthick – Financial Aid Advisor

Amor DeLeon – Payroll Specialist

Cesar Rondon Acuna – Systems Administrator

WELLNESS





BlueCross BlueShield of Oklahoma



BlueResourceSM - Healthy Lifestyle - Avoiding Secondhand Smoke

Danger Swirls in Secondhand Smoke

Looking for another good reason to quit smoking? Keeping your family and friends safe from the harmful effects of secondhand smoke is a good one! Secondhand smoke may cause complex health issues that could lead to death. Keep this in mind before you light up:

- Secondhand smoke contains hundreds of toxic chemicals
- Even brief contact with secondhand smoke can trigger a heart attack
- Secondhand smoke can cause ear infections and asthma in children
- In infants, secondhand smoke can cause death



Protect the people you care about from
the dangers of secondhand smoke.

Source: *Health Effects of Secondhand Smoke*. American Lung Association 2020.

Blue Cross and Blue Shield of Oklahoma, a Division of Health Care Service Corporation,
a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

Oklahoma City Community College 0922
9100290.0820



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

www.supportlinc.com

Access Code: occc

1-888-881-5462

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