



OKLAHOMA CITY  
COMMUNITY COLLEGE

# RESOURCE

HR EMPLOYEE NEWSLETTER

## December 2023

### Updates & News

**Extended Winter Break.** The OCCC Leadership Team has extended the 2023 Winter Break by a few additional days to begin on December 21, 2023 and end on January 2, 2024. Normal operations will resume on January 3, 2024.

### Sick Leave Share

Benefit eligible faculty and staff may donate sick leave in eight (8) hour increments up to a maximum of six (6) days (48 hours) annually as long as donation does not cause their leave balance to fall below 80 hours. If you have not donated this year, you may donate hours to the sick leave share pool for benefit-eligible employees who have exhausted all paid leave while they are unable to work due to a serious health condition.

If you would like to learn more about the sick leave share program or to make a donation, please reference Policy 2202 or click [HR Leave Share](#).

### New Employees

Tanya Denton  
Executive Assistant for the President

Kesley Gittens  
Social Media & Public Relations Specialist

# Professional Development

## 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.

[December 5, 2023 2:00-4:00 pm](#)

## Emotional Intelligence 1

Emotional intelligence (EQ) is an important part of a person's ability to successfully cope with work demands. EQ provides an important catalyst of social and cognitive functioning and helps become better at decision making, empathizing, leading, communicating, and being resilient.

Participants will recognize our five core emotions and understand the difference between cognitive intelligence and emotional intelligence. In part 1 you will learn the personal competencies and skills needed to initiate, maintain, and strengthen working relationships with confidence.

## NOTE: Pre-requisite for Emotional Intelligence 2

[December 13, 2023 1:00-3:00 pm](#)

## Customer Service

An exceptional customer experience is the result of intention, development, accountability, and recognition. This workshop creates a standard framework for all employees to approach interactions and move forward as one. A consistent customer centric approach requires individuals to embrace and implement key elements of attitude, emotional intelligence, and business knowledge. Both external and internal customers are paramount to our future success.

Elevating the student experience attracts and retains them in a competitive education market, making OCCC their top choice. Similarly, a superior employee experience helps us attract and keep top talent, empowering them to reach their career goals.

Be the reason students and employees choose OCCC for brighter futures.

[December 5, 2023 9:00-11:00 am](#)

[December 13, 2023 1:00-3:00 pm](#)

## Productive Conflict Management 1

Conflict is neither positive nor negative. The conflict management approach can be healthy or unhealthy. Identify productive conflict management habits to adopt and implement. The skills necessary to mitigate escalation and refocus during a challenging conversation.

## NOTE: Pre-requisite for Productive Conflict Management 2

[January 29, 2024 9:00-11:00 am](#)

[January 30, 2024 2:00-4:00 pm](#)

## **Inclusive Terms: Sexuality & Sexual Orientation**

Merriam-Webster added 370 new words to the Dictionary in September 2022. New words are added throughout each year to reflect language growth and changes.

Terminology and words are important, especially those that define and/or describe who we are and our identity/ies. This is an introductory workshop to review core terminology used to define sexuality and sexual orientation. We will review essential Dos and Donts, as well as appropriate ways to show respect with word choice.

Participants will develop a clearer understanding of the importance of language in relation to creating respectful and safe environments for 2SLGBTQIA+ individuals.

[January 24, 2024 9:00-11:00 am](#)

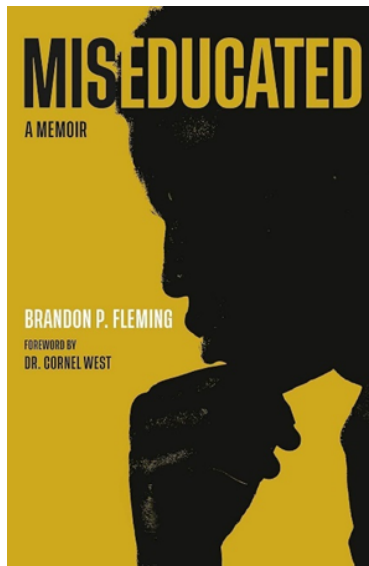
[January 25, 2024 2:00-4:00 pm](#)

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## **Cultivate Inclusion**

Martin Luther King, Jr. Day of Inspiration | Overcoming Societal Obstacles

Save the Date: January 18, 2024





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December is Universal Human Rights month and a reminder that the United Nations General Assembly codified the basic human rights of every person. It's also a time to reflect on the way we treat others, and to do what we can in the fight for equality.



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## We're Hiring

[Financial Aid Advisor](#)

Counselor, Student Accessibility and Support

Lead Registration Specialist

ESL Instructor

Box Office Specialist - Temporary

For other opportunities not listed visit: [www.occcjobs.com](http://www.occcjobs.com)

## Years of Service

### **5 Years of Service**

Rolonda Robinson

Lance Overdorff

Johnny Hill

CJ Richards

### **1 Year of Service**

Grace Taber

Ryan Mills

Joshua Moore

Michelle Edwards

Claudia Wright

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**WELLNESS**





BlueResource<sup>SM</sup> - Stress Relief - Overcoming Holiday Loneliness

## 'Tis the Season to Beat Back Loneliness

We see many images of togetherness around the holidays. Yet for people who feel lonely, the images don't reflect their experience. Personal and family situations can magnify the feeling. If that happens, choose to celebrate the holidays in ways that are meaningful to you.

**Avoid comparisons.** Focus on the present and decide how you want to enjoy the holidays. Maybe it's time to curl up with a good book or take a trip to somewhere new. Be good to yourself.

**Create a family of kindred spirits.** Reach out to others. Remember, you are not the only one who feels alone. As peace activist Edna Buckman Kearns wrote: "Friends are the family we choose for ourselves."

**Take a break from stressful thoughts.** Distract yourself for a couple of hours. Relax and watch a favorite movie or enjoy a spa treatment. Feel refreshed, not burned out.



**Be bold. Create your own holiday traditions.**

Source: *Feeling Lonely During the Holidays? You're Not Alone*. University of Washington Medicine. 2019.

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Oklahoma City Community College  
9100218.0820

[Tuition Waiver Process](#)

[Tuition Waiver Request Form](#)

[Tuition Reimbursement Process](#)

[Tuition Reimbursement Form](#)

[Education & Degree Program Authorization](#)

Do you currently participate in OCCC's Tuition Waiver or Tuition Reimbursement Programs? In the past year, your Benefits Team has worked to improve both processes and to update outdated forms to coordinate with our institutional policy.

We strive to empower you to take full advantage of these benefits and support your educational and professional development. For more details and the updated processes and forms, please refer to the linked documents below.

Thank you for your dedication to continuing education and personal growth. If you have any questions related to either process, please feel free to contact Julie Green at ext. 7569.

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## Medical Care vs. Preventive Care

Think about how people use health care based on their needs. A person with a chronic disease may need to see a doctor or specialist often.

Others may have occasional injuries or infections. Treatment of disease and injury is considered medical care.

[Preventive Care or Medical Care? Learn the Difference - Connect Community - BCBSOK](#)

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# 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](mailto:Supportlinc@curalinc.com)

[www.supportlinc.com](http://www.supportlinc.com)

**Access Code:** occc

1-888-881-5462

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