



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

August 2023

Updates & News

Tuition Waiver/Reimbursement. 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 In the past year, your Benefits Team has worked to improve both processes and to update outdated forms to coordinate with our institutional policy.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.

[Tuition Waiver Process 2.13.23](#)

[Tuition Waiver Request Form Updated 2.13.23](#)

[Tuition Reimbursement Process 2.13.23](#)

[Education and Degree Program Authorization Form 7.7.23](#)

[Tuition Reimbursement Form 7.7.23](#)

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.

New Employees

Dr. Carolyn Eastlin
Equity and Compliance Coordinator

Karl Greene
TRiO Educational Opportunity Center Employment Coach

Zachery Hong
Campus Police Officer

Cheyenne LaBoube
IT Technical Writer

Guadalupe Serna
Recruitment and Community Outreach Advisor

Tyler Swim
Theater Technician

Holiday Pay. As a reminder, the OCCC policy on holiday pay is as follows:

- *Regular Full-Time Employees are eligible for Holiday pay of *eight (8) hours per OCCC Holiday*.
- *Regular Part-Time Employees are eligible for Holiday pay of four (4) hours per OCCC Holiday.
- *Temporary Employees are not eligible for Holiday pay.

The policy can be found within the Employee Portal or [here](#).



Equity and Compliance Coordinator. Dr. Carolyn Eastlin joins OCCC as the new Equity and Compliance Coordinator. Dr. Eastlin will be responsible for investigating complaints of all forms of discrimination and coordinate, assess and/or respond to the needs of the College community related to diversity, sexual harassment, Title IX, Violence Against Women Act (VAWA) and other EEO issues. She will also serve as the contact person for SafeColleges. Dr. Eastlin has over 10 years of higher education experience and has also served as an instructor, playing a pivotal role in shaping the next generation of leaders. Additionally, she is committed to creating a safer and more inclusive campus culture. In her spare time, she loves spending time with her partner Jon and their three dogs – Draco, Dior and Ghost. Dr. Eastlin can be reached via email at carolyn.i.eastlin@occc.edu or x7850. Please join us in welcoming her to OCCC!

Upcoming Events
Fall and Early Fall Classes Begin - August 16
Labor Day - September 4 - Campus Closed

Professional Development

Microsoft Training

Visit [HR Professional Development](#) for this external development opportunity any time.

Microsoft provides on-demand self-paced video and other learning resource options online. Create a learning path or do a quick search for what you need. You can review the [catalog](#) for options.

Current Workshops

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.

In-person

[September 7, 2023 2:00-4:00 pm](#)

[September 13, 2023 9:00-11:00 am](#)

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?

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.

Virtual

[September 13, 2023 2:00-4:00 pm](#)

In-person

[September 7, 2023 9:00-11:00 am](#)

Cultivate Inclusion



Characteristics of civility include RESPECT, POLITENESS, CITIZENSHIP, COURTESY, and RESTRAINT. Prioritize 2 hours to discuss this topic in-depth. This professional development workshop is available for September enrollment (above) and will continue to be available throughout the year based on enrollment needs. It is also available for department or division training requests.

Characteristics of Civility

Action Items

RESPECT

Remove eyes from technology and face people talking to you

POLITENESS

Knock or get permission before entering someone's workspace

CITIZENSHIP

Going out of your way to help a colleague

COURTESY

Being on-time for meetings and updating meeting responses to invites

RESTRAINT

Keep judgmental or passive aggressive comments to yourself

We're Hiring

Director of Alumni Affairs and Annual Giving

Event Front of House Manager

Nursing Clinical Coordinator

HR Recruiting and Onboarding Coordinator

Financial Aid Receptionist

Professor of Digital Media Design

Professor of Computer Science

Helpdesk Specialist II

Professor of Nursing

Student Positions

Adjunct Positions

For other opportunities not listed visit: www.occcjobs.com

Years of Service

25 years

Sara Mathew

15 years

Lori Farr

Dr. Gregory Parks

Tamala Zolicoffer

Daniel Benton

Jennifer Peters

Sarah Brown

10 years

Javier Puebla
Dean Reusser
Dr. John Goulden
Becky Finney
Joshua Free

5 years

Cheryl Bristol
Rebecca Kraetzer
Jeffrey Provine
Jacob Nelson
Alexander Matveev
Michael Hoggatt

1 year

Jessica Ferrell
Terri Breeden
Michael Arismendez
Jennifer Cuneo
Derek Steiger
David Schroyer
Stephanie Reid
Mandy Moore
Ericka Williams
Kiara Adams
Cecilia Dominguez
Garrett Stancil
Amor De Leon
Cesar Rondon Acuna

July 2023 Retirees

Mary Jones
Mary Turner

August 2023 Retirees

Von Allen
Lisa Ballard
Beverly Schaeffer

August Brain Teaser

What washes up on really small beaches?

Answer: Micro-waves

WELLNESS



Seasonal flu viruses are lurking, and each year millions catch one of those nasty bugs. Hundreds of thousands are hospitalized, and flu-related causes are fatal for tens of thousands. An annual flu shot is your best defense. Everyone should get a vaccine that is appropriate for their age. Here are a few things to keep in mind before you get yours.

Time it right. Get your flu vaccine in early fall before the flu season begins. It takes up to two weeks after you receive it for the vaccine to become fully effective.

Know your options. Find out which type of flu vaccine is best for you. Your doctor can recommend a shot or nasal vaccine based on your age, health and any allergies you may have.

Make it easy. Talk with your doctor about where you should get a flu shot. Many places now offer them, so getting a vaccine is quick and convenient.

Repeat every year. Make sure you get a flu shot each year. The flu virus changes from year to year, so you need the latest vaccine to fight the newer flu strains.

Help prevent the spread of flu with a yearly flu shot.



Good health is a gift anyone would wish for a child, but it doesn't happen without your help.

Some things you can do to help keep your child well:

- Introduce good nutrition at an early age and be a good role model
- Encourage lots of play and physical activity
- Keep up with recommended vaccines

Blue Cross and Blue Shield of Oklahoma (BCBSOK) wants your child to be well.

Children's Wellness Guidelines

Laying the Groundwork for a Healthy Tomorrow

Children's Health

Put your child on the path to wellness. Schedule a yearly Well Child visit with your child's health care provider* following immunization guidelines. The health care provider will watch your child's growth and progress and should talk with you about eating and sleeping habits, safety and behavior issues.

According to the Bright Futures recommendations from the American Academy of Pediatrics, the provider should:

- Check your child's Body Mass Index percentile regularly beginning at age 2
- Check blood pressure yearly, beginning at age 3
- Screen hearing at birth, then yearly from ages 4 to 6, then at ages 8 and 10
- Test vision yearly from ages 3 to 6, then at ages 8, 10, 12, and 15

Help protect your child from sickness. Make sure they get the recommended vaccinations shown in the charts. If your child has missed vaccinations, ask your health care provider how to catch up.

Learn more. An additional source of health information is available at [healthychildren.org](https://www.healthychildren.org).

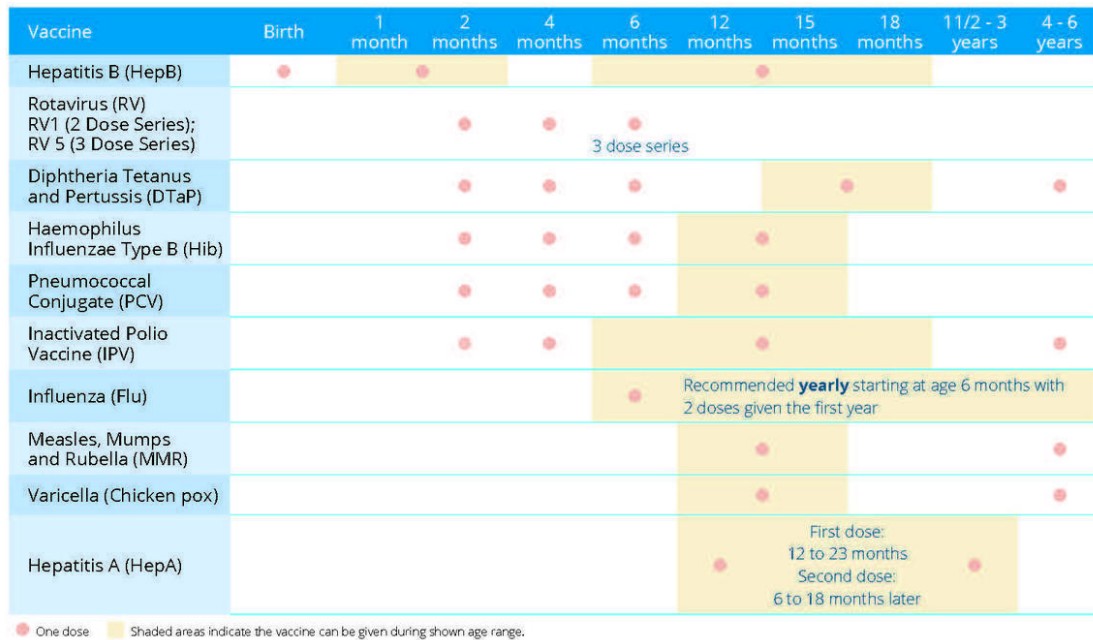
Please note: These recommendations are for healthy children who don't have any special health risks. Take time to check the following summaries of key preventive services.

*A health care provider could be a doctor, primary care provider, physician assistant, nurse practitioner or other health care professional.

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

Be sure your child is up-to-date on immunizations and health screenings.

Routine Children's Immunization Schedule¹



Adolescents

As your children grow into adolescents, they should continue yearly preventive care visits for exams and scheduled immunizations. These visits give the health care provider a chance to:

- Discuss the importance of good eating habits and regular physical activity.
- Talk about avoiding alcohol, smoking and drugs.
- Screen for sexual activity and sexually transmitted diseases as appropriate.
- Screen for HIV between the ages of 15 and 18, or earlier if at increased risk.

Recommended Immunizations for ages 7 to 18¹

Vaccine	7 - 10 years	11 - 12 years	13 - 15 years	16 years	17 - 18 years
Tetanus Diphtheria Pertussis (Tdap)		•			
Human Papillomavirus (HPV) - boys and girls		•			
		2 doses			
Meningococcal (MenACWY)		•		•	
Influenza (Flu)					Yearly

¹ These recommendations come from the Centers for Disease Control and Prevention and the American Academy of Pediatrics (cdc.gov/vaccines/hcp/acip-recs/index.html). The recommendations are not intended as medical advice nor meant to be a substitute for the individual medical judgment of a health care provider. Please check with your health care provider for individual advice on the recommendations provided.

Coverage for preventive services may vary depending on your specific benefit plan and use of network providers. For questions, please call the Customer Service number on the back of your ID card.



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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