



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

May 2024

Updates & News

Campus closed Memorial Day:

May 27, 2024

REMINDER: Staff Performance Appraisals

Due Before May 31, 2024

[Phase 4: Final Performance Meeting](#)

Supervisors and Staff members will meet and discuss overall performance results for the year and enter them in the system.

May 2024 - Years of Service

10 Years

Shara Hendricks

5 Years

Lara Jernigan

Mark Chaszar

Patricia Pixler

1 Year

Lauren Martin

Randy Garner

Brandon Thomas

A Warm Welcome to OCCC's Newest Team Members

Jesus Casimiro

Computer Technician

Dr. Orlenthea McGowan

Associate Vice President for Academic Affairs

Tiffany Barnett

Police Dispatcher

Rosaura Teus

Coordinator of Students Connecting with Mentors for Success

Valerie Smith-Risinger

Counselor for Student Accessibility and Support

Christine Lacey

K-12 Student Success Advisor

Dr. Jennifer Hembree

Executive Assistant to the Executive Vice President

Edward Wilson

Director of Information Technology Infrastructure

Professional Development

The primary focus for Organizational Development during May and June is FY24 program

evaluations and FY25 program planning. There are supervisor workshops currently available during this time for enrollment.

Enroll through Moodle course Supervisor Professional Development:

Hire for Success

A Leaders Guide to FMLA

Employee Success and Accountability

Are you planning for FY25?

Keep in mind, Organizational Development offers department trainings. Options consist of any workshops currently taught on campus or new topic requests. The process includes a needs analysis and custom learning plan. Change management and strategic communication plans support goal achievement and employee engagement. Email HRTraining@occc.edu with FY25 requests.

Our collaborative and holistic approach is key to positive outcomes.

Let's create solutions together.



**Police
Department**
Oklahoma City Community College

ACTIVE THREAT PREPAREDNESS TRAINING



RUN HIDE FIGHT

ENROLL TODAY

Friday, May 3

[9 to 11 a.m. | JMC 131](#)

[1 to 3 p.m. | MB 2N5](#)

Wednesday, May 8

[9:30 to 11:30 a.m. | JMC 131](#)

[2 to 4 p.m. | MB 2N5](#)

Thursday, May 9

[9 to 11 a.m. | JMC 131](#)

[2 to 4 p.m. | MB 2N5](#)

Friday, May 10

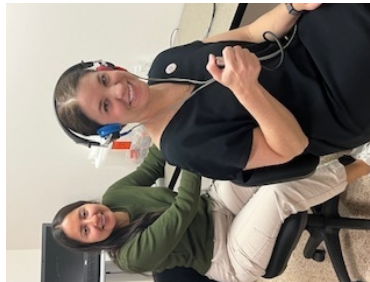
[9 to 11 a.m. | JMC 131](#)

[1 to 3 p.m. | MB 2N5](#)

Benefits & Wellness

Celebrating Collaboration: OCCC's Speech-Language Pathology Assistant Program and Employee Wellness Week

We extend our heartfelt gratitude to the students of OCCC's Speech-Language Pathology Assistant program and their program Director, Sarah Baker, for their invaluable assistance in organizing and conducting the Employee Hearing Screenings as part of our Wellness Week. Together, we achieved great success as a team!





Tuition Waivers & Reimbursements

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.

Tuition Waiver

[Tuition Waiver Process 2.13.23](#)

[Tuition Waiver Request Form Updated 2.13.23](#)

Tuition Reimbursement

[Tuition Reimbursement Process 2.13.23](#)

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

[Tuition Reimbursement Form 1.24.24](#)

Policy No. 2022 - 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 click the link below:

[Sick Leave Share](#)

May is Mental Health Awareness Month



The Path to Feeling Better



Four smart steps can help beat back depression:

- Talk about your feelings with other people
- Exercise for at least 30 minutes every day
- Do “mood-boosting” activities you enjoy
- Eat foods with depression-fighting B vitamins

Source: Coping with Depression, Help Guide, 2019.

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

Enter Group Name Here
9100758.0000

BlueResourceSM – Emotional Health – Dealing with Depression



Build Resilience to Manage Stress and Change

Building mental resilience can help you handle stress and the ups and downs of life. That can lead to improved overall mental and physical health and a better quality of life.

[Learn more on how to build resilience and manage stress here.](#)

Fuel Your Brain: What Foods Support Mental Health?

Did you know your body will tell you if what you're eating is good for it or not? You may feel energized or sluggish after a meal depending on what you eat. Certain foods can also help you combat feelings of anxiety, stress and depression too.

[Learn how to protect your mental health with food here.](#)

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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