



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

July 2023

Updates & News



Sarita Smith joins OCCC as the new Director of Employee Relations. Sarita will be responsible for the managing of certain HR areas including performance management, coaching, workplace investigations, conflict resolution, and other employment initiatives. She will also partner with employees and management to communicate various human resources related policies, procedures, laws, and regulations. Sarita will play a critical role in guiding and coaching leaders to effectively manage employee relations matters. She can be reached via email at sarita.w.smith@occc.edu or x7544. Please join us in welcoming Sarita to OCCC!

New Employees

Sarah Barrow
Executive Director of Communications

Ethan Baer
Student Computer Lab Assistant

Juanita Ortiz
Vice President of Academic Affairs

Jennifer Sharpe
Director of Communications

Taylor Stober
Lead Circulation Assistant

Professional Development

Current Workshops

Organizational Development offers division training. 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.

- Civility
- Civility: Stop the Gossip
- Effective Communication
- Emotional Intelligence Part 1
- Productive Conflict Management
- What is DEI?
- Inclusive Terms: Sexuality and Sexual Orientation
- Inclusive Terms: Gender Identity and Expression
- Interviewer Bias Awareness (Hiring Managers and Search Committee Members)

Email HRTraining@occc.edu with FY-24 requests. It is based on a first come first serve basis. Our collaborative and holistic approach is key to positive outcomes. Let's create solutions together.

Cultivate Inclusion



In the United States, July is designated as National French-American Heritage Month and was established to honor the significant contributions made to the country by people of French descent.

Currently, approximately 11.8 million Americans of French or French Canadian descent live and work in the United States, with about 2 million of those speaking French at home.

The French celebrate food. Most are foodies and love to experience new culinary delights and unique food options.

You don't have to tip in France. To some locals, it can be insulting if you choose to tip your server as it is seen as looking down on someone.

The French savor alcohol. People can sit and drink wine for hours while socializing.

We're Hiring

Executive Assistant to the President

Administrative Assistant to the Vice President for Student Affairs

Coordinator of Student Life

Counselor - Student Accessibility and Support

Director of Enterprise Resource Planning (ERP)

Student Positions

Adjunct Positions

For other opportunities not listed visit:

www.occjobs.com

Years of Service

15 years:

Rebecca Boyd

Kimberly Kyker

10 years:

Christina Coleman

Sean Lynch

Matthew Wright

5 years:

Miranda Carlisle

1 year:

Christian Ambrosia

LaTonya Anderson

Pam Caldwell

Samantha Hayes

Jamie Inglis

Gregory Peery

John Suthers

July Brain Teaser

Why did the clock in the cafeteria run slow?

Answer: It always went back four seconds

WELLNESS



BlueCross BlueShield of Oklahoma

Beat the Heat



Keep heat on the backburner with these tips:

- **Stay cool:** Find shade or air conditioning
- **Stay hydrated:** Drink plenty of water
- **Stay skin smart:** Slather on sunscreen

Source: CDC's Eight Tips for Safe and Healthy Summertime Work and Play, Centers for Disease Control and Prevention, 2019.
Blue Cross and Blue Shield of Oklahoma, a Division of Health Care Service Corporation, Oklahoma City Community College
a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association 9100485.0920

BlueResourceSM - Protecting Your Health - Enjoying Summer Fun



Protecting Your Skin

Show Your Skin a Little Love

Fresh air and a little fun in the sun do a body good, right? It can if you protect your skin. Spending time outdoors without sun protection is like being exposed to radiation. Ultraviolet (UV) rays from the sun can damage your skin in just 15 minutes. Enjoy sunshine the smart way.

Stay in the shade. Rely on leafy trees, buildings and canopies to help avoid direct sunlight. This is especially the case between 10 a.m. and 4 p.m.

Cover-up. Wear long-sleeved shirts, long pants or long skirts to block harmful UV rays. Clothing made from tightly woven fabrics offer the best protection.

Keep a cool head. Stay under wraps with a wide-brimmed canvas hat that can shade your face, ears and neck. Loosely woven straw hats don't offer the same protection.

Slip on some sunglasses. Protect your eyes with glasses that block UV rays. Wrap-around frames that fit close to your face will help keep harmful rays from sneaking in on the side.

Slather it on. Apply water-resistant sunscreen with SPF 30 or higher (even on cloudy days) and reapply at least every two hours. Toss out sunscreen that's past its expiration date.

Protect your skin from painful sunburn, wrinkles and skin cancer.



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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