



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

April 2024

Updates & News

Save the Date!

Open Enrollment period will be for Monday, April 15, 2024 through Friday, April 26, 2024.
More info to come!

New OCCC Appointments



Courtney Enos, Vice President of Human Resources

Courtney brings over 15 years of professional experience and demonstrated expertise in strategic leadership, academic counseling, human resources and financial management. Before joining OCCC in 2021, Ms. Enos held various roles at Seminole State College, including GEAR UP Advisor, Human Resources Director and Vice President for Fiscal Affairs. At OCCC, Ms. Enos initially served as the Director of Compensations, Benefits, and HRIS before transitioning to the role of Senior Director of Human Resources Operations. She holds a M.S. in Human Resources Administration from East Central University, a B.S. in Sociology from Cameron University, and an A.A. degree in Psychology from Western Oklahoma State College. Additionally, she is a certified Professional by the Society of Human Resources Management.

Angelo Cipollone, Executive Director of Auxiliary Business Services

Angelo brings 25 years of extensive experience building revenue through streamlined branding strategies and implementing efficient standard operating procedures. He has served in leadership roles including Executive Director of Operations, Food and Beverage Director, and Director of Catering and Convention Sales. Born and raised in New York City, Mr. Cipollone has leveraged his diverse experience across the country developing properties with the Loews Hotels and Resorts Company and, most recently, worked with the University of Oklahoma athletics program.



New Holiday Schedule!

OCCC's Executive Leadership has approved President's Day, Veteran's Day, and Thanksgiving week as new official and permanent holidays on our campus.

The Oklahoma City Community College **Summer Fridays** initiative will take place **Monday, June 3, through Friday, July 26, 2024**. Please reach out to hrbenefits@occc.edu with any questions or concerns.

OCCC Employee Award Nominations

Do you know a colleague who exemplifies performance, excellence and service?

Each year at Convocation, the College honors selected employees with an award for their outstanding contributions to OCCC!

- Select award [nomination form](#) (Employee Portal in HR Forms)
- Email completed nomination form to: Danyel Shirley danyel.r.shirley@occc.edu
- Deadline is **April 19, 2024**
- For questions, email or call Danyel, ext. 7810

New OCCC Policy Updates

Policy No. 2201 - Parental Leave

Did you know OCCC offers eligible employees with a minimum of two years of service six weeks of parental leave for childbirth, adoption, or child placement? This includes a prorated salary to support work-life balance.

Connect with hrcompensation@occc.edu for more details.

[Explore Leave Benefits](#)

Policy No. 2212 - Leave Without Pay

Did you know OCCC has updated its Leave Without Pay (LWOP) policy? Effective immediately, LWOP requires prior approval. Full-time employees seeking LWOP must request approval, subject to evaluation based on performance, attendance, and departmental needs.

For details on LWOP policies, contact hrcompensation@occc.edu.

[Leave Without Pay Policy](#)

April 2024 - Years of Service

15 Years

Joshua Wade

Lemuel Bardeguez

Amanda K Williams-Mize

5 Years

Seth Canfield

Christopher Snoddy

Tami Karinshak

1 Year

Stephenie Conner

Andy Vides

Wilmer Sandoval

A Warm Welcome to OCCC's Newest Team Members

In February, **Marco Montoya** joined the OCCC Campus Police Department as a Call Center Operator!

Madalyn Wetmore

Project Coordinator for Higher

Education Prevention Services

Amanda Parker

Health Professions Lab Assistant

Alexa Marcano

Financial Aid Advisor

Kenee Ross

Administrative Assistant

Veteran Services

Taylor Bowles

Biology Lab Assistant

Professional Development

Emotional Intelligence 2

Now that you understand the personal competencies: self-awareness, motivation, and self-management of EQ, let's learn about the Social competencies. Recognize components of EQ and how to best leverage for workplace success. Initiate, maintain, and strengthen working relationships with confidence.

Participants will learn how to strengthen relationship management and social awareness strategies to improve communication, collaboration, and workplace EQ. Because it takes practice to develop new EQ skills, you will develop an Action Plan to continue strengthening your EQ skills. No one is perfect, learn to pivot with missteps and repair.

NOTE: Pre-requisite is Emotional Intelligence 1

[April 17, 2024: 9-11 a.m.](#)

[April 18, 2024: 2-4 p.m.](#)

[April 23, 2024: 9-11 a.m.](#)

Effective Communication: Practical Application

The benefits of effective communication in the workplace are mitigating conflict, increased employee engagement, productivity, job satisfaction, innovation and more!

This workshop will provide opportunities to practice effective communication skills through activities, scenarios, and applications to improve collaborative processes and interactions in the workplace.

NOTE: Pre-requisite is Effective Communication

[April 17, 2024: 2-3 p.m.](#)

[April 18, 2024: 9-10 a.m.](#)

Wellness



**Coming to you...
For your peace of mind.**

**Oklahoma City Community College Campus
Located at VIP Circle**

April 16TH, 2024

***Call to schedule your appointment today!
800.422.4626 Ext. 49760 or 49761***

Most insurances, including government plans, cover yearly screenings for no out-of-pocket cost for women 40 and older. Most insurance accepted.

Healthy Mouth, Healthier Heart



Brush your teeth at least twice a day!
It helps prevent tooth decay and
reduces your risk for heart disease
and stroke.

Source: Oral Health: A Window to Your Overall Health. Mayo Clinic, 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
Oklahoma City Community College
9100443.0920

BlueResourceSM - Protecting Your Health - Caring for Your Mouth



Protecting Your Health - Screening for Cervical Cancer

Cervical cancer doesn't have early warning signs and most symptoms don't show up until it is advanced. That's why prevention is so important.

[Learn more on how to lower your risk of cervical cancer](#)

Prevent, Treat and Beat Colon Cancer

No one *likes* to talk about colon cancer, and that's okay, as long as you take action! After all, colon cancer is a leading cause of cancer deaths in the United States. You can take steps to detect it early.

[Here are ways you can protect yourself](#)

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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