



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

January 2025

Updates & News

Holiday Schedule

The OCCC Campus will be closed Monday, Jan. 20 for Martin Luther King Jr. Day.

Staff Performance Appraisals

Phase 2: Mid-Year Check-In

Due **Before** January 31 —

Supervisors will schedule a meeting with their staff members to discuss progress related to SMART goals and core competencies.

Helpful Tips:

To complete Phase 2, supervisors will document the mid-year review discussion while meeting with their staff members, using this [link](#). If the supervisor would like assistance with preparing themselves ahead of the mid-year review discussions, the [***P2-Staff Mid-Year Review Preparation for Supervisors***](#) document will help.

The staff member's SMART goals should be reviewed and can also be revised/updated during this meeting, if desired. Please use the [***P2-Staff SMART Goal Revision Form***](#) when applicable/necessary.

Be sure to visit the [**Human Resources: Staff Performance Appraisals**](#) page for more information.

OCCC Employee Award Nominations

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

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

Below are instructions on submitting nominations:

- Select the award nomination form, located in the [Employee Portal in HR Forms](#)
- Provide **specific** details on why you believe the employee deserves the award.
- Email the completed nomination form to [Danyel Shirley](#).
- **Deadline to submit is Friday, Feb. 28.**
- For questions, email or call Danyel, ext. 7810.

Years of Service

20 Years

Dr. John McMurray

Dr. Gregory Holland

10 Years

Dr. Michelle Cole

Brandon Tomson

Jeremy Fineman

5 Years

Zachary Frye

Rachel Lewis

Loni Bess Calloway

1 Year

Brittney Bernstein

Bridget Cuadra

Chloe Elimam

Dr. Kayla Zimmerman

Adan Hurtado

Clayton Moore

Angela Wicker

A Warm Welcome to OCCC's Newest Team Members

Barak Segura

Financial Aid Advisor

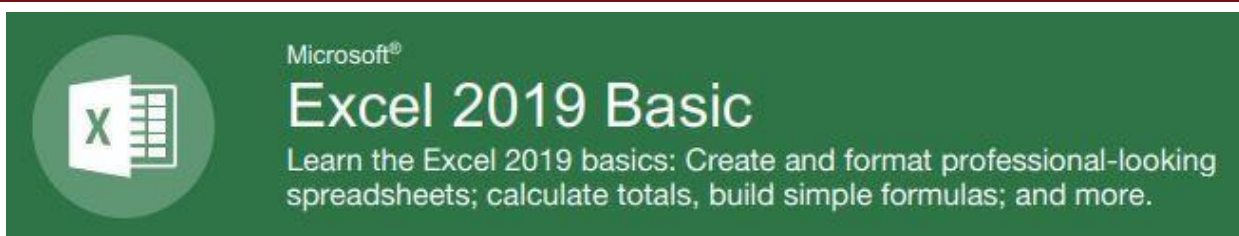
Bobby Thompson

Director of Bursar Operations

Kristi Pendleton-Harrison

Event Coordinator

Professional Development



Excel Trainings are coming back Feb. 24-28!

Next month, we will be offering three different Excel Trainings: Basic, Intermediate and Advanced. Below are details on what you will learn in each course.

Excel Basic:

Excel Intermediate:

Excel Advanced:

- Create a workbook from a template
- Navigate between cells
- Excel keyboard shortcuts
- Save to different file formats

- Create a formula
- Insert images
- Replace cell data
- Transpose data
- View and edit workbook properties
- Use quick access

- Add multiple pivot table fields
- Insert a timeline
- Drill down data

- AND, OR and NOT functions
- VLOOKUP
- HLOOKUP
- Macros

February Excel Training Sign Up

Space is limited. Registration closes Feb. 14. Lunch will be provided.

Benefits & Wellness

Retirement Inquiries

Paul Mariconda, 403b Corebridge Financial Advisor, has added some dates to his meeting schedule for any employee who may need to meet with him concerning their 403b/Roth 403b retirement account. This would also be an excellent opportunity for new employees to meet with Paul to learn more about the 403b and Roth 403b benefits offered by OCCC. Paul will be available for both virtual and in-person meetings, or employees may arrange to schedule meetings on additional dates by contacting him at paul.mariconda@corebridgefinancial.com.

To schedule please click the links below or send Paul an email to schedule a different date.

[Click here for in-person appointments](#)

[Click here for phone/virtual appointments](#)

Please feel free to contact your Benefits Team at ext. 7569 if you need further information or assistance with your 403b.

Thank you,

Your OCCC Benefits Team

Want to Add Years to Your Life?



BlueCross BlueShield of Oklahoma



Sit less and move your body! Just 150 minutes each week or 30 minutes spread out over five days of physical activity does your mind and body a world of good. Start moving and start enjoying how you'll feel.

- **Brighten your mood.** When you move, it triggers the release of brain chemicals that help you feel happier and less anxious.
- **Boost your energy.** Move more and grow stronger. Activity delivers oxygen and fuel to your muscles, heart and lungs so you have more energy.
- **Sleep a lot better.** Let go of tension and snooze better. Exercise relaxes the body so you can fall asleep faster, sleep deeper and wake up refreshed.
- **Slim down.** Burn off calories to stay at a healthy weight. Movement whittles away extra pounds to help you reach and maintain a healthy weight.
- **Fend off disease.** Sit less to fend off sickness. An active lifestyle lowers your risk for heart attack, stroke, diabetes, arthritis, cancer and more.



Move more to enjoy a healthier, happier life.

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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