



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

September 2023

Updates & News



Please join us in welcoming Dr. Juanita Ortiz as the new Vice-President of Academic Affairs (VPAA). In this role, Dr. Ortiz oversees the planning, development, and implementation of all academic-credit courses, programs, and opportunities at Oklahoma City Community College.

Dr. Ortiz has worked in higher education for approximately 20 years as an adjunct and full-time sociology faculty member; as a Dean of a Social Sciences Division; as an Executive Director focused on campus strategic planning, assessment, accreditation, and professional development; as a Higher Learning Commission Peer Reviewer; and now in her current position as VPAA at OCCC. She strives to bring optimism, collaboration, inclusion, and growth to her professional efforts. On a personal note, Dr. Ortiz celebrated her 20th wedding anniversary with her husband. She enjoys spending time with her many siblings and amazing nieces and nephews. Dr. Ortiz also has a puggle dog (pug/beagle mix) that she adopted as a senior from a rescue six years ago (he's 15 now!). Dr. Ortiz can be reached via email at juanita.r.ortiz@occc.edu or x7138.

Policy Updates. OCCC has recently updated several Policies and Procedures. The updated policies are listed below, but check online for an overview of all [OCCC Policies and Procedures](#).

[Human Resources - 2006 - Conflicts of Interest](#)

This is a new policy created to provide standards of behavior when conflicts of interest arise at OCCC. This policy applies to all OCCC Employees. The Outside employment policy has been merged into this new policy in section 5.0.

Note: The Legal Department will be in touch soon about training on this new policy.

[Administrative Services and Planning - 3004 - Purchasing](#)

A new section of the purchasing policy has been added to address procurement using federal grant funds.

All Supervisors please take note of the current policy on [Information Technology Services - 9005 - Account Management and Control](#) - Section 4.1.15. This section addresses your obligation to provide timely notice when an employee leaves their employment with OCCC.

4.1.15. Supervisors of full and part-time employees are required to provide sufficient and timely notice of account termination as follows:

4.1.15.1. Resignation/Retirement (Personnel Action Form provided with a minimum of two weeks before the last day worked unless such notice is not provided by the employee, in which case the supervisor must start the PAF process on the day notice is received).

4.1.15.2. Immediate termination (as soon as practical by phone or email).

4.1.16. Supervisors of adjunct faculty must submit notice of account termination by the end of the first week of the term if the individual is not assigned a course a subsequent term.

4.1.17. ITS shall terminate access immediately or within 24 hours of the last day of work as specified by notification.

The policy will define timely or prompt notification as “access is terminated immediately or within 24 hours of the last day of work as specified by notification.”



Reminder: Staff, Phase 1: Initial Planning Meeting due before October 31, 2023.

[Phase 1: Initial Planning Meeting](#)

Supervisors are required to schedule a meeting with each of their Staff members to review the established Core Competencies and to document at least one SMART goal.

Professional Development

Virtual HR Professional Development workshops are now available for certain topics to supplement in-person efforts. Each enrollment link specifies virtual or in-person. Video cameras are required for virtual workshops. Participants must be visible and responsive, as audio and video will be used for workshop participation. Organizational Development will continue to provide new and reoccurring

professional development opportunities to meet campus needs. As a reminder, enrollment options are available through HR Newsletters and the HR Professional Development [webpage](#).

Current Workshops

Supervisor New Employee Orientation is now **open to existing supervisors**.

A 2-hour review of essential policies, procedures, and resources. OCCC supervisors are responsible for adherence and endorsement to employees.

Supervisor NEO is offered in JMC the first Wednesday of each month from 9-11 a.m.

Existing supervisors must e-mail HRTraining@occc.edu to reserve a seat.

Emotional Intelligence 1

In-person

[September 20, 2023 9:00-11:00 am](#)

[October 3, 2023 2:00-4:00 pm](#)

Virtual

[September 20, 2023 2:00-4:00 pm](#)

[October 3, 2023 9:00-11:00 am](#)

Productive Conflict Management 1

In-person

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

Professionalism

In-person

[October 10, 2023 9-10:30 am](#)

[October 11, 2023 3-4:30 pm](#)

Effective Communication

Virtual

[September 26, 2023 9:00-11:00 am](#)

In-person

[September 27, 2023 2:30-4:30 pm](#)

Civility

Virtual

Civility: Stop the Gossip

Virtual

[October 4, 2023 2:00-3:00 pm](#)

In-person

[October 5, 2023 3:00-4:00 pm](#)

Professional development workshops go through the pilot process before a campus launch. Learn about pilot participation [here](#).

Complete this [survey](#) to identify pilot dates and topics of interest for consideration.

Cultivate Inclusion



Please respect a service dog that is working. When service dogs are in a harness/jacket, they have a significant, sometimes life-saving job. We know they're unbelievably cute and are begging to be petted, but please refrain.

The recovery journey isn't just for the person with the substance use or mental health issue—

it includes everyone who cares about them.

Because recovery is holistic, families and caregivers can be essential in supporting their loved one's recovery journey.

Connecting with supportive loved ones and trusted friends can help young people balance school and recovery.

Families and caregivers face unique challenges when helping a loved one who is in recovery and working to overcome mental health or substance use challenges.



[Mental Health First Aid](#) is a skills-based training course that helps participants better prepare for difficult conversations or situations. We often find ourselves trying to navigate mental health and substance-use challenges in professional and personal settings. Focus time to develop a skill that may change the life of an employee, student, friend, or family member. This is a professional development opportunity led by SAS. The course requires a minimum participant threshold.

Contact [HRTraining](#) with interest.

We're Hiring

Secretary/Receptionist for Cultural Programs

Professor of English

Assistant Director, Career Services

TRiO Student Support Services Advisor

Financial Aid Advisor

Adjunct Professor of Business/Economics

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

Years of Service

10 Years

Dennis Le

Jana Wade

1 Year

Sara Bakke

Marquala Ealom

Kurtis Felker

Baltazar Nino

Zachary Wilson

Matthew Wright

Welcome New Employees!

Kylie Anderson
Professor of Visual Arts

Mary Baramasco
Professor of Nursing

Jessica Barney
Professor of English

Mason Beem
Campus Police Corporal

Teresa Bierig
Professor of SPLA (Speech and Language Pathology)

Cynthia Bivens
Professor of Nursing

Allison Canfield
Professor of English

Seth Canfield
Coordinator of Training and Quality Assurance

Tanya Denton
Executive Assistant for the President

Jeff Dickey

Professor of History

Layla Dougherty
Professor of Nursing

Taylor Fields
Maintenance Mechanic

Gena Ford
Professor of English

Aaron Gomez
Professor of English

John Jara Gonzalez
Technology Technician

Xavier Jackson
Assistant Director, TRiO Student Support Services

Nathan Kelly
Professor of Political Science

Suzanne Lapolla
Professor of Chemistry

Zoya Laskowski
Professor of Digital Media Design

Janelle Montgomery
Professor of Accounting

Rachel Neher
Professor of Physics and Physical Science

Samantha Olson Smith
Assistant Director of Student Success Advising

Chrystal Overton
Professor of Nursing

Kim Park
Professor of Biology

Randa Pospisil
Professor of Nursing

Meera Rajaratnam
Professor of Chemistry

Michael Reeves
Professor of Computer Science

Stephen Suprun

EMS Program Director

Tyler Swim
Theater Technician

Austin Todd
Police Dispatcher

Rebecca Upshaw
Professor of Nursing

Kathryn Wickham
Professor of Nursing

Cory Wilson
Professor of Mathematics

September Brain Teaser/Pun

What did one blade of grass say to another about the lack of rain?

Answer: I guess we'll just have to make dew

WELLNESS



The thought of having cancer, any kind of cancer, is scary. Information can help reduce the fear. When it comes to colon cancer (a leading cause of cancer deaths in the U.S.), there are positive steps you can take to prevent it and find it early when it's most treatable. Here's how.

Get a colonoscopy. Talk with your doctor about when you should be screened and how often. Your age and family history will play a role in deciding what's best for you.

Lower your risks. Stop smoking, lose weight if needed, get plenty of exercise, and eat foods rich in fiber. A healthy lifestyle can help prevent cancer.

Know your family history. Find out if anyone in your family (parents, grandparents, sisters, brothers) has been diagnosed with colon cancer. If so, tell your doctor.

Watch for symptoms. Tell your doctor if you have cramping in your lower stomach, unexplained weight loss, or a change in bowel habits. They can all be warning signs.

Be proactive and reduce your risks for colon cancer.

Keep “Less” Cholesterol



Downsize. Stick with healthy foods and burn those calories. Get active for 2.5 hours each week to cut your body weight.

Source: Prevention and Treatment of High Cholesterol. American Heart Association. 2020.

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

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BlueResourceSM – Controlling Your Condition – Lowering Cholesterol



Lowering Cholesterol

Sometimes Less is Best

It's valid with cholesterol! Your body needs it to build healthy cells, but it naturally makes all the cholesterol you need. Eating too many fatty foods can upset the balance and increase your risk for heart attack and stroke. Here are ways to maintain the right amount.

Boost your HDL “good” cholesterol. Lose extra pounds to help remove excess fat from your bloodstream. An HDL level of 60 mg/dL and above is best.

Lower your LDL “bad” cholesterol. Eat foods like oatmeal, nuts, apples, grapes, and strawberries to reduce waxy build-up in your arteries. An LDL level of 100 mg/dL and below is best.

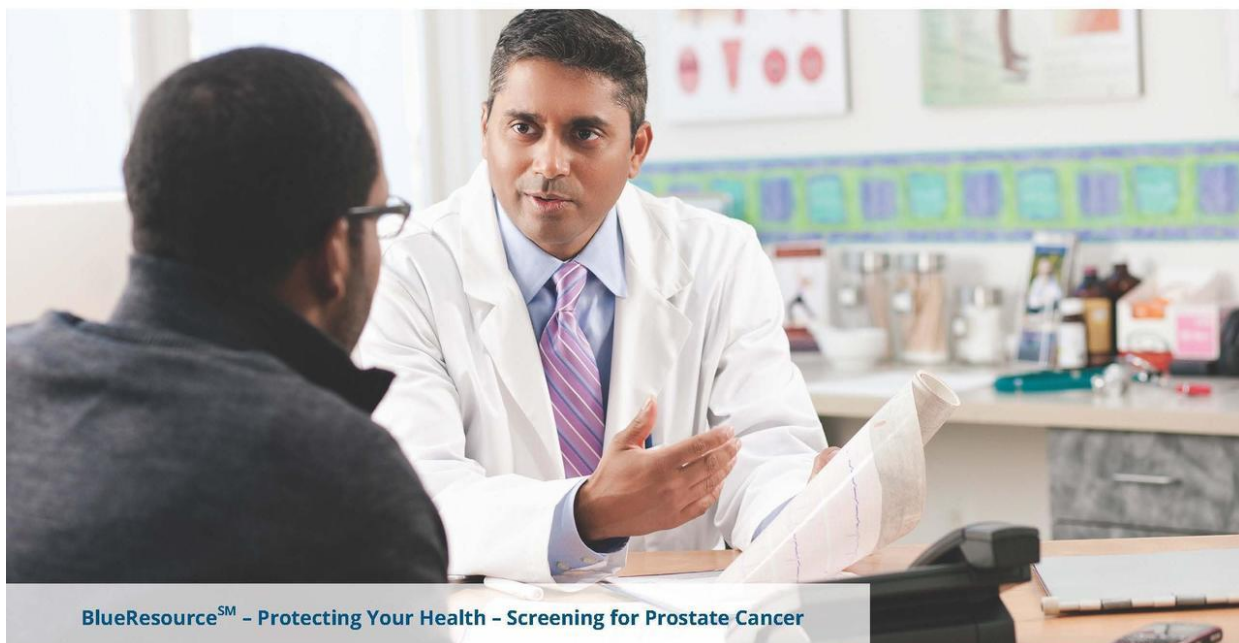
Watch your “total” cholesterol. Aim for the sweet spot when you combine your HDL and LDL numbers.

For adults 20 and older, your total should be **less than 200 mg/dL**.

Get a simple blood test to know your numbers.



BlueCross BlueShield of Oklahoma



BlueResourceSM - Protecting Your Health - Screening for Prostate Cancer

Get Ahead of a Stealthy Cancer

With age comes wisdom, right? And sometimes a few unwelcome surprises, such as prostate cancer. About 13 in 100 American men will get it. Fortunately, prostate cancer is slow growing. Finding it before it spreads offers the best chance of beating it. Here are ways to protect yourself.

Know your genetic risk. Educate yourself and be proactive. All men are at risk for prostate cancer, but African-American men are more likely to get it than others.

Check your family history. Find out if anyone in your family has had prostate cancer. Men whose grandfather, father or brother have been diagnosed have a higher risk.

Make healthy choices. Stop smoking, lose weight if you need to, stay active and limit the amount of red meat and fat you eat. Smart choices can help prevent prostate cancer.

Get screened. Ask your doctor about a prostate specific antigen (PSA) blood test. Your doctor can tell you when to get tested.

Have a digital rectal exam. Set embarrassment aside for a few seconds. A digital rectal exam allows your doctor to feel the prostate for any abnormalities like cancer.



Learn how to detect and prevent prostate cancer.

Sources: *What Is Screening for Prostate Cancer?* Centers for Disease Control and Prevention, 2020.
Who Is at Risk for Prostate Cancer? Centers for Disease Control and Prevention, 2020.
How to Prevent Prostate Cancer. Prostate Cancer Foundation, 2020.

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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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