



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

January 2024

Updates & News

Extended Winter Break. The OCCC Leadership Team has extended the 2023 Winter Break by a few additional days to begin on December 21, 2023 and end on January 2, 2024. Normal operations will resume on January 3, 2024.

REMINDER: Staff Performance Appraisals

[Due Before January 31, 2024](#)

[Phase 2: Mid-Year Check-In Meeting](#)

Supervisor and staff member meet to review core competencies and goal progress. Discuss and implement adjustments, if needed, to achieve goals.

Phase 2

Staff Performance Appraisal

Upcoming Events

January 15 - Dr. Martin Luther King Jr. Day (Campus Closed)



A Day of Inspiration Overcoming Societal Obstacles

To celebrate Martin Luther King, Jr. Day, Brandon P. Fleming, nationally acclaimed educator, award-winning author of *MISEDUCATED*, former debate coach at Harvard University, and founder & CEO of The Veritas School will be addressing the OCCC campus on **January 18, 2024**.

New Employees

Ronnie Clay
Digital Content and
Website Manager

David Haywood
Help Desk Specialist

Christian Maxwell
Admissions and Records
Counter Specialist

Terry Mendez
EMS Program Director

Ashley Thomas
Campus Police Dispatcher

Laura Watts
Director of Alumni Affairs and
Annual Giving

Professional Development

Effective Communication

Have you ever ended a meeting or conversation more confused about the topic than before?

Have you ever realized days or weeks later that your perception of a conversation or communication differs from others?

Communication is often the most complex aspect of working with others. This requires a lifelong commitment to communication skill development. Continue to hone this skill.

Topics include but are not limited to active listening, psychological safety, and the communication cycle.

NOTE: Prerequisite for Practical: Effective Communication

[January 23, 2024 2:00-4:00 pm](#)

[January 24, 2024 9:00-11:00 am](#)

[January 25, 2024 2:00-4:00 pm](#)

Productive Conflict Management 1

Conflict is neither positive nor negative. The conflict management approach can be healthy or unhealthy. Identify productive conflict management habits to adopt and implement. The skills necessary to mitigate escalation and refocus during a challenging conversation.

NOTE: Prerequisite for Productive Conflict Management 2

[January 29, 2024 9:00-11:00 am](#)

[January 30, 2024 2:00-4:00 pm](#)

Emotional Intelligence 1

Emotional intelligence (EQ) is an important part of a person’s ability to successfully cope with work demands. EQ provides a critical catalyst of social and cognitive functioning and helps become better at decision making, empathizing, leading, communicating, and being resilient.

Participants will recognize our five core emotions and understand the difference between cognitive intelligence and emotional intelligence.

In part 1 you will learn the personal competencies and skills needed to initiate, maintain and strengthen working relationships with confidence.

NOTE: Prerequisite for Emotional Intelligence 2

[February 1, 2024 2:00-4:00 pm](#)

[February 14, 2024 9:00-11:00 am](#)

Supervisors can enroll via [Moodle](#) for the following workshops:

A Leaders Guide to FMLA

Employee Success and Accountability

Hire for Success

Cultivate Belonging

**There are multiple awareness opportunities in the month of January.
Here are a couple:**

National Stalking Awareness Month – Stalkers employ multiple tactics to instill fear, intimidate, surveil and exert control over the people they target. Most stalking victims are stalked by someone they know: 40% by a current/former intimate partner, 42% by an acquaintance.



Poverty in America Month - Food insecurity, as defined by the USDA, is a household-level economic and social condition of limited or uncertain access to adequate food. Currently, more than 40 million people in the country live below the poverty line.

Stalking Campus & Community Resources:

[OCCC Human Resources](#)

[OKC YWCA](#)

[OK Indian Clinic](#)

[Stalking Awareness](#)

Food Insecurity Campus & Community Resources:

[OCCC Food Pantry](#)

[OCCC Support](#)

We're Hiring

[Maintenance Mechanic](#)

[Math Lab Assistant](#)

[Biology Lab Assistant](#)

[Professor of Automotive Technology](#)

[Professor of EMS](#)

[All Adjuncts](#)

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

January 2024 - Years of Service

30 Years of Service

Dr. Steven Shore

20 Years of Service

Dr. Tad Thurston

15 Years of Service

Dawn Ladiski

Daniel Bakewell

10 Years of Service

Sonya Gore

Steven Nelson

5 Years of Service

Kristi Key

1 Year of Service

Katie Chestnut

Teresa Bierig

Jason Hall

Jesus Raygosa

Phillip Carothers

Ebony Moore

David Smith

WELLNESS



BlueCross BlueShield of Oklahoma

Knuckle Down to Fight Germs



Wash your hands with soap and water. When you can't, use hand sanitizer with at least 60 percent alcohol to prevent the spread of germs.

Source: Hand Sanitizer Use Out and About. Centers for Disease Control and Prevention, 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

Oklahoma City Community College
9100415.0000

BlueResourceSM - Protecting Your Health - Washing Your Hands



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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