

## November 2023

### 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.

**OCCC Food Drive.** Help stock the OCCC Food Pantry during National Hunger and Homelessness Awareness Week, November 13-21. Please see the flyer [here](#) for more information.

Upcoming Events  
Thanksgiving: November 20-24 (Campus Closed)  
Winter Break: December 21 - January 2 (Campus Closed)

### New Employees

Maura Aponte Admissions and Records Assistant	Ashford Perkins Equity and Compliance Specialist
Brandon Brooks Executive Director of External Affairs	Genevieve Prieto Administrative Assistant for General Counsel
Lauren Brown Division Secretary, Social Sciences	Adrian Razo Instructional Technology Specialist
Nick Durbin Inventory Control Specialist	Angelyn (Rose) Sanchez Recruiting and Onboarding Coordinator
Dr. Raymond Frazier Physical Sciences Lab Assistant	Bobbie Shores Student Conflict Resolutions Coordinator
Ryan Hoback Student Success Advisor I	Cesar Wargin Help Desk Specialist
Jeremy Mashore Campus Police Officer	
Dainta Mezzell-Henderson Financial Aid Advisor	

### Professional Development

#### Trust 1

“Only 21% of US employees strongly agree that they trust the leadership of their organization.” -Gallup 2022

Growth beyond common trust requires effort. There are neither quick fixes nor shortcuts in building trust and no substitutes that impact employee engagement (76%), productivity (50%), or stress levels (74%) the same.

Identify eight characteristics of trust and how each one is key to foster a culture of trust in the workplace. In every interaction, we are either increasing or decreasing our trust with one another. Trust is fluid and requires intentional efforts to earn, build, maintain, and repair. Team cohesion, unity, and high-performance are linked to high-trust relationships.

**NOTE: Pre-requisite for Trust 2**

[November 9, 2023 2:30-4:30 pm](#)

#### Trust 2

“You’re not trustworthy because you intend to be. You’re trustworthy when others say you are.” -Forbes

Learn how to use the foundational eight keys of trust from part one to balance transparency and consistent communication with healthy, results-based accountability. Discover strategies you can use to enable everyone on the team to strengthen their performance, results, and function as a high-performing team.

“Creating high-trust cultures takes time, patience, and effort.” - Gallup

[November 7, 2023 9:00-11:00 am](#)

[November 15, 2023 2:00-4:00 pm](#)

#### Customer Service

An exceptional customer experience is the result of intention, development, accountability, and recognition. This workshop creates a standard framework for all employees to approach interactions and move forward as one. A consistent customer centric approach requires individuals to embrace and implement key elements of attitude, emotional intelligence, and business knowledge. Both external and internal customers are paramount to our future success.

Elevating the student experience attracts and retains them in a competitive education market, making OCCC their top choice. Similarly, a superior employee experience helps us attract and keep top talent, empowering them to reach their career goals.

Be the reason students and employees choose OCCC for brighter futures.

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

[November 14, 2023 2:00-4:00 pm](#)

[November 29, 2023 9:00-11:00 am](#)

[December 5, 2023 9:00-11:00 am](#)

[December 13, 2023 1:00-3:00 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: Pre-requisite for Productive Conflict Management 2**

[November 7, 2023 2:00-4:00 pm](#)

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

- A Leaders Guide to FMLA
- Employee Success and Accountability
- Hire for Success

### Cultivate Inclusion

The month of November brings multiple awareness opportunities:



Visit the [First Americans Museum](#)

Celebrate Indigenous women by viewing the [Smithsonian National Museum of the American Indian](#) collections

We recognize the love and sacrifice of more than 50 million Americans providing crucial care and medical assistance to parents, children, siblings, and other loved ones, ensuring their health and dignity.



### We're Hiring

Professor of Automotive Technology  
Police Dispatcher  
Director, Career Transitions  
EMS Program Director  
Maintenance Mechanic  
For other opportunities not listed visit: [www.occcjobs.com](#)

### Years of Service

#### 20 Years:

Kristi Fields

#### 5 Years:

Presley Miller

#### 1 Year:

David Trujillo

### November Brain Teaser/Pun

Why do writers always feel cold?

Answer: Because they are surrounded by drafts!

## WELLNESS



BlueCross BlueShield of Oklahoma

### Spend Time with Your Doctor

Want to live a longer, healthier life? An annual exam with your doctor is one of the best ways to increase your chances. Schedule your annual exam.

BlueResource™ - Protecting Your Health - Getting an Annual Exam



## 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