



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

January 2026



Welcome Back Trailblazers

Holiday Schedule

The OCCC Campus will be closed Monday, January 19th 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.

W-2 and Year-End Tax Information

As we prepare for year-end payroll processing, we encourage all employees to take a moment to verify that their personal information is accurate and up to date in the system, particularly your mailing address. Correct information ensures that your W-2 form is issued promptly and delivered without delay.

Please log in to Self Service to confirm or update your address and other contact details. Additionally, if you would like to receive your W-2 electronically, please make sure you have made the election to do so in Self-Service.

Completing this quick review now helps us avoid processing delays and supports accurate tax reporting for the upcoming filing season.

If you have any questions, the HR and Payroll team is happy to assist at 405-682-7542.

Years of Service

Oklahoma City Community College is proud to honor the employees who have reached service milestones. These milestones represent far more than time. They reflect dedication, resilience, and the countless moments of support, leadership, and care that move our mission forward day after day.

Each anniversary marks a chapter in the story of OCCC. It captures the guidance offered to students, the collaboration shared with colleagues, and the steady commitment that strengthens our campus community. We are grateful for every individual whose work continues to shape the culture and success of the College.

To all faculty and staff celebrating a milestone, thank you! Your service reflects the values we stand for and continues to make OCCC a place where people can learn, grow, and thrive.

35 Years

John Helton

15 Years

Carolyn Wittenbach

10 Years

Andrew Schmidt

Kamille Soutee

1 Year

Meghan Jones

Shaylee Hale

John Barker

Meredith Moon

Dalton Henderson

James Dudley

Samuel Wachira

Cory Castoe

David Canizales

A Warm Welcome to OCCC's Newest Team Members

Jack Damrill

Executive Director of Communications



Together We Achieved Excellence!

January Spotlight: Celebrating Academic Achievement

We're proud to continue celebrating the educational accomplishments of our OCCC team members!

Please join us in congratulating our outstanding employee who recently earned advanced degrees:

Natasha Embry

Bachelor of Science, General Studies

University of Central Oklahoma

12/13/2024

Your commitment to lifelong learning and leadership serves as an inspiration across campus.

Congratulations on this tremendous milestone!

Talent Management



Human Resources is pleased to announce that **Ms. Latrina Rich** has stepped into the role of Director of Talent Management. This role is central to advancing the College's Strategic Plan by strengthening how we attract, support, develop, and retain our workforce.

Ms. Rich is well known across the College for her steady leadership, collaborative approach, and commitment to supporting both employees and supervisors. She brings extensive experience in workforce practices, HR systems, onboarding, and day-to-day employee support.

In this role, Ms. Rich will provide leadership across the full employee lifecycle, ensuring alignment with institutional priorities and consistent, high-quality practices across departments. Her work will include guiding recruitment and hiring processes, supporting supervisors and employees through workplace matters, strengthening performance management, coordinating engagement and recognition efforts, and ensuring a smooth and supportive transition for new employees throughout their first year.

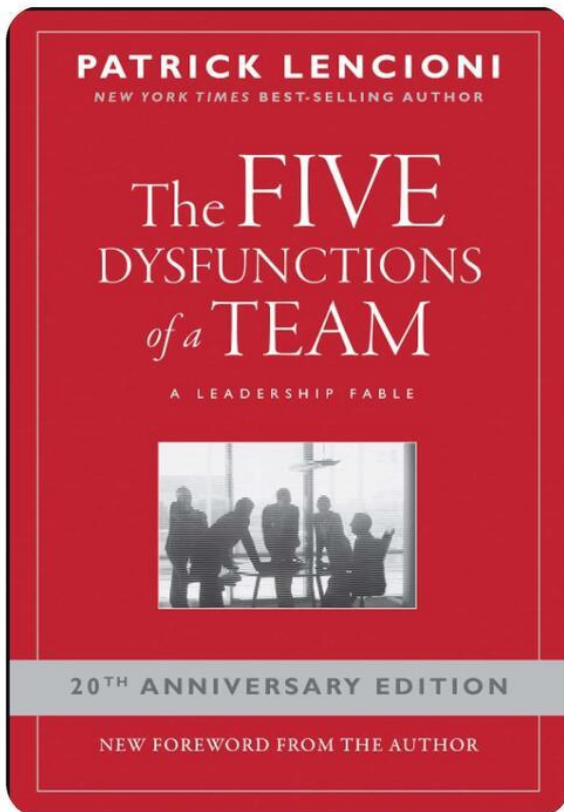
Ms. Rich will also partner closely with campus leaders to enhance processes that promote clarity, fairness, accountability, and service. These efforts reinforce the College's commitment to a people-centered culture that supports professional growth and organizational effectiveness.

Ms. Rich looks forward to continuing her work with departments as we advance the Strategic Plan through intentional workforce development, communication, and shared accountability.

Please join us in congratulating Ms. Rich as she begins this new chapter in Talent Management.

OFFICE OF CULTURE AND LEADERSHIP BOOK CLUB

SPRING 2026 BOOK CLUB



OKLAHOMA CITY
COMMUNITY COLLEGE



WHERE
Culture & Leadership Office
Main Building **SEM1N1**



TIME
12 PM - 1 PM

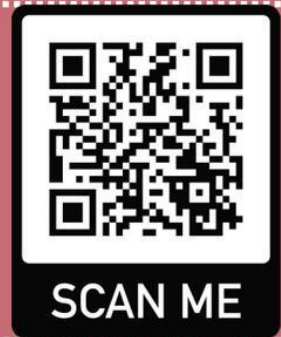


MEETING DATES
Every other Thursday
(January 22nd - May 7th)

SCAN QR CODE TO REGISTER

BOOK CLUB DETAILS

Come be part of a community that explores powerful stories, big ideas, and fresh perspectives on leadership.



WHAT TO EXPECT:

- Engaging conversations
- A welcoming space to share your voice
- Inspiration you can take into your own leadership journey



**OPEN TO ALL
FACULTY AND
STAFF**

Benefits & Wellness

Announcing the 2026 OCCC Wellness Committee

We are pleased to introduce the 2026 OCCC Wellness Committee, a group of volunteer faculty and staff who have committed their time and energy to supporting the health, well-being, and engagement of our OCCC Trailblazers throughout the year.

The committee works in partnership with Julie Green, Benefits Manager, and Brooke LeForce, Benefits Specialist, who provide leadership and support for OCCC's wellness and benefits programming and help ensure initiatives align with employee needs and institutional priorities.

2026 Wellness Committee Members

- Ashley Valentas – Student Accessibility and Support
- Priscilla Ramirez – Community Outreach
- Jennifer Ball – Health Professions
- Laura Watts – Career Success
- Sheri Davis – Health Professions

Throughout the year, the committee will help lead wellness initiatives, campus activities, and educational opportunities that encourage healthy habits, promote preventive care, and strengthen our campus community.

Employees who are interested in participating in future wellness efforts or who have ideas for the committee to consider are encouraged to contact HRBenefits@occc.edu.

Thank you to our volunteer Wellness Committee members, and to Julie Green and Brooke LeForce, for their continued commitment to creating a healthier workplace for all OCCC employees.

TimelyCare for OCCC Faculty & Staff

TimelyCare for OCCC Faculty & Staff

OCCC is partnering with TimelyCare to provide faculty and staff with easy, 24/7 access to virtual health and well-being services. This resource is designed to support your overall wellness anytime, anywhere.

With TimelyCare, you can:

- Connect with licensed providers for physical or mental health needs
- Access 24/7 on-demand emotional support
- Schedule medical or counseling appointments that fit your schedule
- Explore self-care tools such as meditation, yoga, and wellness resources
- Get connected to community resources for basic needs

Learn More Here: <https://timelycare.com/>

Questions? Contact the OCCC Benefits Team at 405-682-1611 ext. 7569 or 7808 or email hrbenefits@occc.edu.

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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