



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

February 2025

Updates & News

Holiday Schedule

The OCCC Campus will be closed
Monday, Feb. 17 for Presidents' Day

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 at ext. 7810.

Years of Service

10 Years

Teresa Rivas

5 Years

Brian Carter

Beth Holmes

1 Year

Deborah Morgan

Alexander Hines

Danyel Shirley

Angelo Cipollone

A Warm Welcome to OCCC's Newest Team Members

Cory Castoe

Lead Circulation Assistant

Samuel Wachira

Nursing Administrative Assistant

James Dudley

Campus Police Officer

Dalton Henderson

Campus Police Officer

Meredith Moon

Transfer Evaluation Specialist

David Canizales

Student Business Center Supervisor

Zach Austin

Math Resource Center Supervisor

Justin Garrett

Professor of EMS & Clinical Coordinator

John Barker

Professor of Nursing

Shaylee Hale

Professor of Psychology

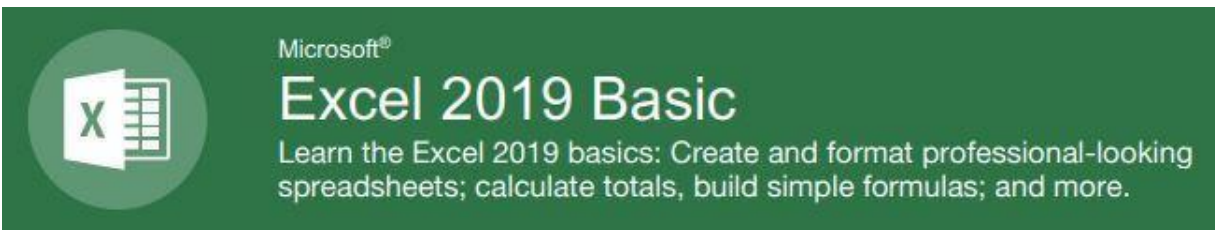
Meghan Jones

Professor of Psychology

Lindsey Mosley

Professor of Nursing/Student Success Specialist

Professional Development



Excel Trainings are coming back Feb. 24-28!

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

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

Benefits & Wellness

Oklahoma Teachers' Retirement System



OKLAHOMA
Teachers' Retirement System

TRS has recently received reports of emails being sent to members and employers by unknown third parties claiming to have knowledge of or connections to the Teachers' Retirement System of Oklahoma.

They urge you to exercise caution with those emails and reach out to TRS to verify any information that seems suspicious.

Official communications from TRS will come from these channels

TRS Email Addresses end in: @trs.ok.gov

TRS GovDelivery Email: OKTRS@public.govdelivery.com

TRS Website: <https://oklahoma.gov/trs.html>

MyTRS (Member Portal): <https://mytrs.trs.ok.gov/>

TRS Phone Number: 405-521-2387

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

Ways to Love Your Heart



BlueCross BlueShield of Oklahoma



Heart disease cuts too many lives short. But here's the good news: There are simple steps you can take to nurture and protect your heart everyday.

- **Tip the scales in your favor.** Maintain a healthy weight to help your heart pump more efficiently.
- **Nosh on the good stuff.** Reach for fresh fruits and veggies, whole grains, low-fat dairy and skinless poultry and fish first. These reduce plaque that clogs arteries and blood vessels.

- **Move more.** Add 30 minutes of moderate aerobic activity at least 5 days a week to help your heart beat strong. Plus, it lowers stress!
- **Keep your numbers in check.** Take steps to lower your blood pressure and cholesterol levels if they are high. This will also reduce your risk for heart disease, heart attack and stroke.



Protect your heart so you can spend more time with people you love.

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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