



OKLAHOMA CITY
COMMUNITY COLLEGE

RESOURCE

HR EMPLOYEE NEWSLETTER

March 2025

Updates & News

Campus Closure

The OCCC Campus will be closed
for Spring Break March 17 - 21, 2025.
Return to work March 24, 2025.

Staff Performance Appraisals

Phase 3: Employee Self-Assessment

Due **Before** March 31 –

Staff members will complete a review of their own progress related to SMART goals and enter it in the system.

Helpful Tips:

To complete Phase 3, Staff members will use this [link](#) to input a self-assessment of progress related to their established SMART goals.

Years of Service

20 Years

Yeol Kim

5 Years

Belinda Rodriguez

1 Year

Madalyn Wetmore

Amanda Parker

Alexa Marcano-Gonzalez

Jesus Casimiro

A Warm Welcome to OCCC's Newest Team Members



Dr. Susmita Hazra

Dean of Science, Engineering, and Mathematics Division

Jarae Williams

SCMS Coordinator and Community Liaison

Enhanced Security Measures for Direct Deposit Changes

A Message from OCCC Finance –

Dear Team,

To further enhance the security of our payroll processes and protect employee financial information, we are implementing a new verification procedure for all direct deposit change requests, effective immediately.

This new visual verification step will be added to the existing process, which includes electronic form submission and email/phone contact with the employee. Going forward, all requests to modify direct deposit information will require visual verification in addition to these existing steps. This can be accomplished through one of the following methods:

In-Person Verification: Employees may present their request along with a valid photo ID for verification in person.

Virtual Verification: Employees may participate in a virtual verification meeting via Zoom or Microsoft Teams. During the meeting, employees will be asked to display a valid photo ID matching their identity on camera.

If we are unable to visually verify the employee making the change the request for change should not be processed. We have the option of:

[Leaving the original direct deposit in place.](#)

[Temporarily disabling the direct deposit and producing a paper check.](#)

For questions, please send an email to payroll@occc.edu.

Thank you.

Benefits & Wellness




OKLAHOMA
Teachers' Retirement System

Upcoming Seminars

OTRS is offering three virtual Retirement Planning Seminars. These seminars will focus on retirement eligibility, plans and options, and preparing for retirement. Dates are Aug. 25, Sept. 30 and Oct. 28. Sign up [here](#).

Mammograms



**Coming to you...
For your peace of mind.**

**Oklahoma City Community College Campus
Located at VIP Circle**

April 16TH, 2025

Call to schedule your appointment today!
800.422.4626 Ext. 49760 or 49761

Want to Add Years to Your Life?



Learn About Colon Cancer



It can be treated and beaten if found early. Talk with your doctor about lifestyle factors and when you should have a colon screening.

Source: Colorectal Cancer: What Should I Know About Screening? 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

BlueResourceSM - Protecting Your Health - Screening for Colon Cancer



No one *likes* to talk about colon cancer. And that's okay, so long as you take action. After all, colon cancer is

a leading cause of cancer deaths in the United States. You can take steps to detect it early. Here are ways you can protect yourself:

- **Lower your risks.** Stop smoking, lose weight if you need to, 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) have 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.
- **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.



Know how to reduce your risks for colon cancer.

Retirement Inquiries

Paul Mariconda, 403b Corebridge Financial Advisor, has added some dates to his meeting schedule for any employee who may need to meet 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

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.supportline.com

Access Code: occc

1-888-881-5462

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