



OKLAHOMA CITY  
COMMUNITY COLLEGE

# RESOURCE

HR EMPLOYEE NEWSLETTER

## October 2024

### Updates & News

#### Staff Performance Appraisals

#### Phase 1: Initial Planning Meeting

##### **Due Before Oct. 31:**

Supervisors are required to schedule a meeting with each of their Staff members to review the established Core Competencies and to document at least one SMART goal.

##### **Helpful Tips:**

To complete Phase 1, staff members and supervisors should access and review each of the following documents in the order listed below:

- **[P1 - Writing SMART Goals](#)**
- **[P1 - Core Competencies](#)**
- **[P1 - Instructions For The Initial Planning Meeting](#)**

Be sure to visit the **[Human Resources: Staff Performance Appraisals](#)** page for more information.

## Years of Service

**25 Years**

Janis Armstrong

**15 Years**

Samantha Olson Smith

**10 Years**

Bruce Funderburk

**5 Years**

Deryl Williams

Katie E. Moore

**1 Year**

Rose Sanchez

Bobbie Shores

Jeremy Mashore

Brandon Brooks

Dr. Raymond Frazier

Ryan Hoback

Adrian I. Razo

Cesar Wargin

Ashford Perkins

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**A Warm Welcome to OCCC's Newest Team Members**

**David Farias**

Upward Bound Advisor

**Wendy Klein**

Biology Lab Assistant

**Lora Malone**

Director of Alumni Affairs

**Travis Williams**

Division Secretary - SEMA

**Lori Weiland**

Division Secretary - HEPR

**Laura Brown**

Police Dispatcher (P/T)

**Venkata Sai Simbili**

Network and Infrastructure System Administrator

**Cyndi Hernandez**

Financial Aid Advisor

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## **Benefits & Wellness**

### **Wellness Week: Oct. 7 - 11**

We've got an exciting week planned! From Biometric screenings and hearing tests, to oral health screenings and flu shots, we'll have a little bit of everything.

There's still time to sign up but if you can't make it or want to do the screening in the comfort of your own home, you can order a free Home Kit to be delivered to your door.



## Clinics will be at your worksite on October 8<sup>th</sup>, 9<sup>th</sup> and 14<sup>th</sup>.

Scan to book your appointment time. [TimeConfirm.com/Company](https://TimeConfirm.com/Company)



## Unable to attend the onsite clinic?

Get a free complete VirtualCheckup<sup>®</sup> delivered straight to your door.

Once your kit is processed, you will be notified that Catapult Health has received your lab results and that it's time to schedule a virtual appointment with a Catapult Health nurse practitioner!



OKLAHOMA CITY  
COMMUNITY COLLEGE



Order your Home Kit  
by November 30<sup>th</sup> 2024

[VirtualCheckup.com/OCCC](https://VirtualCheckup.com/OCCC)

### Biometric Screenings - Catapult | Health Professions Room AH1A4

Tuesday, Oct. 8 from 7 a.m. – 2 p.m.

Wednesday, Oct. 9 from 8 a.m. – 3 p.m.

Monday, Oct. 14 from 7 a.m. – 2 p.m.

[Schedule your Appointment Here](#)

#### Tuesday, Oct. 8: Health Fair | VPAC 124

Our Wellness Fair will promote awareness of all aspects of benefits and wellness to OCCC employees. The event gives employees the opportunity to interact with valuable health and wellness resources through samples and handouts. Our Wellness Fair will be from 9 a.m. to 3 p.m.

- **Free oral health screenings:** Have a quick, private oral health screening with a Delta Dental registered dental hygienist. Upon completion, you'll be provided an oral health assessment report that can be submitted to your dentist for further evaluation. Dental experts will be able to answer questions and provide oral health information.
- **Praxis Massage:** Come have a relaxing chair massage! Praxis College will be onsite providing a 5–10-minute chair massage on a first come/first serve basis. Chair massage therapy can reduce muscle tension and pain, improve circulation, and boost mental clarity.
- **Other vendors:** Benefit carriers will be onsite during the Wellness Fair to provide materials to promote the benefits they offer and to answer any questions you may have.

#### Wednesday, Oct. 9: Hearing Screenings | Health Professions Mini Hospital

The Speech Language Pathology Assistant students will perform hearing screenings for OCCC employees from 9 a.m. to 3 p.m.

Schedule your Appointment Here

## Wednesday, Oct. 9 and Thursday, Oct. 10: Flu Shots | HP Mini Hospital

Flu season is upon us, and the most effective way to prevent the spread of the flu is by getting vaccinated. We are pleased to offer all employees an opportunity to receive a flu shot here on campus from 7:30 a.m. to noon. **Please fill out the consent form before your appointment.**

Schedule your Appointment Here


## Friday, Oct. 11: Wellness Giveaway Day

We will round out our week of wellness with our wellness giveaway baskets. Come by the Wellness Fair and take your opportunity to win one of three gift baskets: Spa basket, Healthy Cooking Basket, or Exercise Basket! Just show your employee badge, complete an entry for the giveaway, and winners will be announced at the end of Wellness Week on Friday, Oct. 11.

If you have any questions about Employee Wellness Week Activities, please contact your Benefits team at ext. 7569 or 7808.

# Getting an Annual Women's Exam




**A Healthy Annual Ritual** 

Along with birthdays and other special dates, mark this one on your calendar, too: your yearly **well-woman exam**. A head-to-toe check can help add many years to your life.

Source: Get Your Well-Woman Visit Every Year. U.S. Department of Health and Human Services, 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

Enter Group Name Here  
9100403.0920

BlueResource<sup>SM</sup> - Protecting Your Health - Getting an Annual Well-Woman Exam

A photograph of a female doctor in a white lab coat with a stethoscope around her neck, examining a female patient in a plaid shirt. They are in a clinical setting.

There's only one you. So, it's smart to look after yourself. Maybe you already try to eat right, stay active, keep your stress under control and get enough sleep. Those are all great steps. Here's another one you should add to your list – **a yearly checkup**. A head-to-toe exam can help spot health issues early. Here's what you can expect.

**Record your stats.** Measure and log your height, weight, body mass index and blood pressure so they can be followed over time.

**Discuss your health history.** Share info about illnesses, sexual health, exercise and diet with your doctor.

**Review your medications.** Track the medicines, vitamins, minerals and herbs you take to prevent possible drug interactions.

**Conduct a physical exam.** Check your heart, lungs, neck, tummy, breasts and pelvic area to verify all is working as it should.

**Consider other screenings.** Learn when and how often you should have a mammogram, colon cancer screening, bone, blood and other tests based on your age.

**Update your vaccines.** Protect yourself with any needed shots while you're at your wellness visit.

**Talk about health goals.** Map out a plan to help protect your health with your doctor.

Schedule your annual well-woman exam today.

## 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](mailto:Supportlinc@curalinc.com)

[www.supportlinc.com](http://www.supportlinc.com)

**Access Code:** occc

1-888-881-5462

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