



Human Resources Office List  
Conference Center  
6111 E. Skelly Drive  
Tulsa, OK 74135-6198

918-595-7856 Phone 918-595-7996 Fax 918-595-7934 TDD

## HR Mission Statement

*To support the recruitment and retention of a highly qualified workforce committed to supporting the teaching and learning philosophy of TCC by providing a full range of Human Resource services delivered with integrity and courtesy while maintaining confidentiality.*

<b>NAME</b>	<b>RESPONSIBILITY</b>
<b>SANDY COOPER</b> Chief Human Resources Officer x 7856	Strategic Human Resources Leadership; Affirmative Action; Employee Relations; Discrimination/Harassment Complaints; Handles Subpoenas.
Susan Sanders x 7856 Executive Assistant	Supports the CHRO & HR Dept.; schedules meetings; updates ORG Chart; works with OTC notifications & gives assistance with various projects.
Patience Jones x 7904 HR Assistant I (part-time)	Provides staff support. Helps plan & set-up for the CC 5-year Employee Service Recognition Reception as well as the college-wide Employee Reception. Assists with special projects.
<b>JEFF OWENS</b> Assistant Director x 7863	Operational Human Resources Leadership, Auditing, Policy and Procedure Development, Employee Handbook Updates; Reviews Employee Reviews; Sick Leave Sharing Bank; Safe Haven Training; Employee Oklahoma Tax Commission Compliance; Employee Assistance Program; Employee Relations; Northeast, Owasso & West Campus HR Representative.
Danika Howeth Benefits Administrator x 7858	Insured Benefits - Group Medical and Dental Insurance Benefits; Section 125; Life Insurance; Long Term Disability; Family Medical Leave (FMLA); Military Leave; COBRA; Processes insurance forms and billings.
ERIC LEWIS HR Specialist II x 7861	Employee Records and Changes; Employee Leave; Answers Employee Leave questions; Biweekly Payroll; Tax Deductions; Garnishments; Employment Verifications; All Employment Paperwork

<b>Kendall Stirens x 7945 HR Assistant I</b>	<b>Processes name, address, phone updates; fulfills requests for Employee Leave Request forms &amp; Employee Status Change Forms; processes Monthly Leave; receives &amp; files transcripts for current employees. Employment verifications.</b>
<b>Margie Smithson x 7904 Administrative Asst. I (part-time)</b>	<b>Processes Bi-Weekly Leave Requests, manages files.</b>
<b>DEBORAH BENTON Employee Relations Mgr. x 7928</b>	<b>Employee Relations; Employee Reviews and Performance Issues; Staff Development on Human Resources Topics; Disability Accommodation; Employee Self-Service; Metro Campus HR Representative.</b>
<b>ASHLEY WHISENANT HRIS Coordinator x 7847</b>	<b>Adjunct Payroll; Board Report; HR Technology support, Affordable Care Act information.</b>
<b>SHAWN LIGGINS Employment Manager x 7857</b>	<b>Employment - Requisitions; People Admin Support/Training; Advertising; Background Checks; New Employee Orientation; Job Descriptions; Employee Status Changes; Work-study Employment Liaison; Temporary Agency Liaison; Salary Approvals; Employee Relations; Southeast Campus HR Representative.</b>
<b>Nick Taylor x 7991 HR Specialist I</b>	<b>Answers applicant inquiries; processes New Hire paperwork; takes employee photo ID's. New Employee Orientation; receives transcripts for new employees.</b>
<b>Marilyn Cearley x 7859 HR Assistant I</b>	<b>Background Checks; answers applicant inquiries, processes New Hire paperwork, takes employee photo ID's; New Hire Onboarding.</b>
<b>CHRISTA HARRIS Compensation &amp; Retirement Manager x 7990</b>	<b>Monthly Payroll; Compensation; Teachers Retirement Program – forms &amp; questions; Early Notice Incentive; 403(b) Plan; 457(b) Plan; Surveys; Salary Approvals; Insurance Billing; F/T &amp; P/T employee counts.</b>
<b>Kerri Sargent x 7864 HR Assistant I</b>	<b>Sends out &amp; receives faculty &amp; professional staff contracts; assists with retirement paperwork &amp; various surveys. Schedules 403(b) on-campus meetings for employees with Representative.</b>