



DIRECTORY OF HUMAN RESOURCES SERVICES

Fort Omaha Campus, Bldg. 32



Associate Vice President—Maureen Moeglin

☎ 457-2236

- HR policies and procedures questions—(Procedures Memorandums, Board Policy, Union Agreements)
- Employee relations and internal inquiries related to policy violations
- Ongoing review of HR services, systems and policies

Director of Benefits & Compensation—Sue Clark

☎ 457-2234

- Initial hiring salary for Faculty & Counselors
- HR policies and procedures questions (Procedures Memorandums, Board Policy, Union Agreements)
- Benefits/compensation questions and employee relations
- Ad hoc reporting on HR statistics, employee and financial data.
- HIPAA Compliance Officer

Coordinator of Human Resources Services—Beth Heck

☎ 457-2249

- Job evaluation/ position classification/compensation, surveys & labor market studies/EEO codes & reports
- Wage/salary compensation system/pay rate schedules/hiring of non-faculty exempt and non-exempt employees
- Recruiting/hiring process--questions & reports. Employee relations assistance
- Ad hoc reporting on HR statistics, employee and financial data

Coordinator of Benefits & Compensation ---Julie Nohrenberg

☎ 457-2232

- Health, dental, life, long-term disability insurance
- Retirement plan and supplemental retirement accounts
- Leave of absence requests
- PayFlex flexible spending accounts
- Benefits orientation for newly hired exempt employees, Faculty, Counselors and Academic Advisors

HR Generalist/HRIS Specialist---Diana Ormandy

☎ 457-2341

- Process employee transactions-part-time temporary, work-study, and continuing education instructors
- Recruitment and advertising
- Screening committees and applicant tracking updates
- Temporary employee arrangements from temp agencies
- Worker's compensation (on the job injuries and first report of injury)
- Unemployment compensation questions
- Education assistance (non-Metro classes)
- Human Resources web page

HR Generalist/HRIS Specialist ---Karla Stoltenberg

☎ 457-2235

- Process employee transactions-full-time employees and part time instructors
- Benefits orientation for newly hired non-exempt employees
- Leave (sick, vacation, personal) balance questions
- Board meeting materials
- Organizational chart changes
- Human Resources web page

Human Resources Services Specialist---JoAnne Whitmyre

☎ 457-2420

- I-9, W-4, and check distribution forms
- Employment status/verification questions
- Address changes
- Tuition waiver requests
- Performance evaluations-questions about process and forms

Human Resources Services Specialist---Zene Woodard

☎ 457-2233

- I-9, W-4, and check distribution forms
- Employment status/verification questions
- Address changes
- Process part time instructors
- Monitors the P-T adjunct faculty transcript process