

# **HUMAN RESOURCES**

## **MELISSA BEBER**

Vice president, HR 531-MCC-2236 | mlbeber@mccneb.edu

Provides oversight to the Human Resources division to develop strategies regarding compensation, benefits, employee relations, organizational design, talent acquisition and compliance. Serves as first point of contact for employee relations situations, providing support to leadership and employees. Ensures all programs align with the strategic goals of Metropolitan Community College in order to attract high-quality staff and faculty.

## **HEATHER KELLN**

Director, HR 531-MCC-2234 | hbkelln@mccneb.edu

Acts as a strategic partner to ensure all compensation and benefit programs, including well-being, align with the strategic goals of the organization and support the customer-focused workforce. Oversees the Human Resources information system to provide and maintain the online administration and reporting of employee information. Ensures that the performance management process is in alignment with organizational objectives.

## **MARY BENCKER**

Benefits and Compensation analyst 531-MCC-2232 | mcbencker@mccneb.edu

Facilitates the offering of a competitive benefits package by administering benefit programs while providing education and awareness to staff and faculty.

#### Contact Mary if you have questions related to:

- Benefits enrollment
- Compensation support
- Disability plans
- Family and Medical Leave Act (FMLA)
- Flexible spending accounts
- Health and dental plans
- Reasonable accommodation requests (ADA)
- Retirement plans

## KARLA STOLTENBERG

HRIS and Compensation analyst 531-MCC-2235 | kstoltenberg@mccneb.edu

HRIS is the system that tracks MCC employees' information and provides reporting functions on that data.

#### Contact Karla if you have questions related to:

- Analytics and reporting
- Employee data management

- Name changes
- Organizational chart maintenance



# **HUMAN RESOURCES**

#### **CINDY CROY**

HR associate 531-MCC-2231 | cacroy@mccneb.edu

Provides support to HR leadership team in addition to special projects associated with compensation, benefits and HRIS.

### Contact Cindy if you have questions related to:

- Employee benefits support
- Family and Medical Leave Act (FMLA)
- Workers' compensation

### **BETH HECK**

Manager, Talent Acquisition 531-MCC-2249 | <a href="mailto:bheck3@mccneb.edu">bheck3@mccneb.edu</a>

Leads the development and execution of talent acquisition that will source, attract, retain and deploy talent across the organization to drive success and deliver on strategic organizational goals. Oversees the daily operations of payroll.

## Contact Beth if you have questions related to:

- Interview support and job offers
- Payroll management

- Talent acquisition needs
- Work schedules

## **MARK SPIELMAN**

HR generalist 531-MCC-2341 | mkspielman@mccneb.edu

Talent acquisition is primarily responsible for the recruitment and selection of faculty and staff positions while maintaining relationships with local, regional and national linkage agencies to ensure a diverse applicant pool.

#### Contact Mark if you have questions related to:

- Background checks
- Candidate sourcing
- Employee onboarding

- Hiring temporary staff
- Screening committee support

#### **ZENEE WOODARD**

HR specialist 531-MCC-2233 | <u>zwoodard@mccneb.edu</u>

Provides support to the talent acquisition team.

#### Contact Zenee if you have questions related to:

- Form I-9 completion
- Recruiting support



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### **SONDRA ROSE**

Payroll coordinator 531-MCC-2794 | <a href="mailto:crose@mccneb.edu">crose@mccneb.edu</a>

Responsible for all payroll processing and reporting functions.

## Contact Sondra if you have questions related to:

- Direct deposit
- Payroll

- Timesheets
- W4

## **BOBBI STARK**

Payroll specialist 531-MCC-2741 | rjstark@mccneb.edu

Responsible for all payroll processing and reporting functions.

## Contact Bobbi if you have questions related to:

- Direct deposit
- Payroll
- Timesheets

- W4
- Withholding orders

#### LYDIA BAUMHOVER

Training and Development associate 531-MCC-2135 | <a href="mailto:lnbaumhover@mccneb.edu">lnbaumhover@mccneb.edu</a>

Provides training and development support.

#### Contact Lydia if you have questions related to:

- Course registration
- Course surveys
- ELearning development
- Employee education assistance

- Facilitator support
- HR compliance training
- New employee orientation
- Tuition waivers

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