# Associate Vice President—Melissa Beber 531-622-2236

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—Heather Kelln 531-622-2234

Initial hiring salary for Faculty & Counselors

HR policies and procedures questions (Procedures Memorandums, Board Policy, Union Agreements)   
Benefits/compensation questions and employee relations assistance

Ad hoc reporting on HR statistics, employee and financial data

HIPAA Compliance Officer

# Manager of Employment & HR Administrative Services—Beth Heck 531-622-2249

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

Ad hoc reporting on HR statistics, employee and financial data

# Coordinator of Benefits & Compensation ---Julie Nohrenberg 531-622-2232

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 531-622--2341**

Process employee transactions-part-time temporary, work-study, and continuing education   
instructors and temporary employee arrangements from temp agencies

Recruitment and advertising

Screening committees and applicant tracking updates

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 531-622-2235**

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

**HR Project Specialist---Cindy Croy 531-622--2231**

HR representative on screening committee for non-exempt personnel

Monitors the work hours of College employees

I-9, W-4, and check distribution forms

Employment status/verification questions

Manages Records Retention-

**HR Services Specialist---Zenee Woodard**  **531-622—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

Performance evaluations-questions about process and forms

Tuition Waivers for Metro classes