

Office Of Human Resources

Human Resources Staff and Responsibilities			
NAME	TITLE	EXTENSION	RESPONSIBILITIES
Adrienne Collier	Interim Director of Human Resources/ Affirmative Action Officer	Ext. 5119	<ul style="list-style-type: none"> • Human Resource Policy • Immigration • Ethics • Foil: Freedom of Information Law • Discipline/Grievance Procedure • Labor/Employee Relations • Employment Law • Affirmative Action Plan • Discrimination • Sexual Harassment • Search Waiver Approval • ADA, Title VII, EEO
Pat Lang	Secretary 1	Ext. 2126	<ul style="list-style-type: none"> • Assistant to Interim Director of Human Resources • 4th Floor Conference Room Scheduling • Human Resources Calendar Maintenance • Lens
Catriona McCarroll	Manager of Training & Succession Planning	Ext. 5115	<ul style="list-style-type: none"> • Professional Development & Training • Career Planning • Succession Planning
Serena Starr	Classified Staffing & Benefits Manager	Ext. 2995	<ul style="list-style-type: none"> • Classified Position Management • Classified Appointments/Extra Service • Classified Recruitment • Classified Benefits/Health Insurance • Classified Orientation • Classified Leaves • Classified Tuition Waivers • Drug Testing • Workers Compensation • OSHA/Safety Reports
JoAnne Quinlan	Keyboard Specialist 2	Ext. 2561	<ul style="list-style-type: none"> • Workers Compensation – back-up • Classified Positions Appointment Processing • Classifies Vacancy Announcements • Classified Contract Letters • Classified Performance Programs/ Evaluations • Civil Service Classified HR Programs Processing

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Christa Aldrich	Professional Recruitment Coordinator	Ext. 5938	<ul style="list-style-type: none"> • Exit Interviews • Search Procedures, Search Waiver Tracking • Professional/Faculty Searches • People Admin • Professional/Faculty Leaves- FMLA, Title F, Sick Leave • Maintenance of Affirmative Action Web Site • Investigation of Complaints
Debbie Toms	Interim Assistant Director of Human Resources and Director of Payroll	Ext. 5135	<ul style="list-style-type: none"> • Administer Payroll Policy • Supervise HR Appointment process • Contractual Raises • Overpayment Recovery • Oversee Five Payrolls • Non Resident Alien Tax Treaties • College-wide Customer Service Initiative
Lucinda Dumaw	Data Manager	Ext. 5128	<ul style="list-style-type: none"> • Part-time Faculty Appointments and Extra Service • Graduate/Teaching Assistant Appointments • Surveys/Labels/Reports • Faculty Staff Directory • HR Web Site/Department Index
Becky Gagne	Staffing Manager	Ext. 2283	<ul style="list-style-type: none"> • BOT Policies • UUP Contract • Full-time professional and faculty extra service • Prior Service Credit (Tenure/Perm Appt.) • Professional & Full-time Faculty Appointment and Extra Service • Professional Position Management • Sabbaticals • Coach Appointment • HR Web Site
Debbie Lamphron	Administrative Aide	Ext. 5845	<ul style="list-style-type: none"> • Professional/Faculty Contract Letters • UP-3 Processing • Professional Performance Programs/Evaluations • Budget Coordinator

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Diana Gryzwacz	Payroll Examiner 2	Ext. 5136	<ul style="list-style-type: none"> • Payroll Appointment Approval • Extra Service • College Work Study Payroll • Work Study Student Authorizations • Salary/Employment Verifications • Supplemental Retirement Deductions • Summer Session Payroll • Duplicate W-2 Statements • Uniform & Clothing Allowance • Tax Withholding • Garnishments • Maintain Payroll Web Site
Karen Simpson	Calculations Clerk 2	Ext. 2593	<ul style="list-style-type: none"> • Student Temp Service Payroll • Temp Service Authorizations • Scholarship Payroll • Direct Deposit Administration • Overtime/Meal Payments • Holiday Pay • Hourly Employee Payments
Debbie Looney	Calculations Clerk 2	Ext. 2744	<ul style="list-style-type: none"> • Attendance Policy • Timesheet Management • PEP/PIP Accrual Adjustments • Leave Donation Program • Holiday Waivers • Over-40 Comp Program • Vacation/Sick/Personal/ Holiday Accrual Maintenance • Workers' Compensation Accruals
Matt Vanderwerf	Benefits Manager	Ext. 2442	<ul style="list-style-type: none"> • Professional Employee Benefits/Health Insurance • Professional New Hire Orientations • Administrator of Retirement Systems • Tuition Waivers • Voter Registration • Wellness Committee • PIP Program Administrator • Maintain Benefits Web Site