

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

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			<ul style="list-style-type: none"> • Civil Service Classified HR Programs Processing
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
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

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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 Thompson	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