

Who Do I Contact For... ?

Subject	Responsible Unit	Contact Person	Ext*
Accident Reporting (On The Job)	Human Resources	Serena Starr	2995
Accrual Balances and Usage	Payroll	Debbie Looney	2744
Affirmative Action/EEO	Affirmative Action	Adrienne Collier	5119
American With Disabilities/Reasonable Accommodation	Affirmative Action	Adrienne Collier	5119
Attendance Policies	Payroll	Debbie Looney	2744
Benefits Programs	Human Resources	Matt Vanderwerf	2442
Board of Trustees Policies (BOT)	Human Resources	Becky Gagne	2283
Career Planning	Training	JoAnne Sims	5115
Classified Applications	Human Resources	JoAnne Quinlan	2561
Classified Recruitment Process	Human Resources	Serena Starr	2995
Classified Exam Information	Human Resources	JoAnne Quinlan	2561
Classified Appointments	Human Resources	Serena Starr	2995
Classified Performance Evaluations	Human Resources	JoAnne Quinlan	2561
Coach Appointments	Human Resources	Becky Gagne	2283
Contract Letters- Professional & Faculty	Human Resources	Becky Gagne	2283
Contract Letters- Classified	Human Resources	JoAnne Quinlan	2561
Contract Letters- Part-time Faculty & Graduate/Teach Asst	Human Resources	Lucinda Dumaw	5128
Contractual Raises	Payroll	Debbie Toms	5135
Direct Deposit	Payroll	Debbie Toms	5135
Directory – Faculty / Staff	Human Resources	Lucinda Dumaw	5128
Discipline/ Grievance Procedures	Human Resources	Amy Kahn	5116
Discrimination Complaints & Investigations	Affirmative Action	Adrienne Collier	5119
Drug Testing	Human Resources	Serena Starr	2995
Dual Employment- Part-time Faculty	Human Resources	Lucinda Dumaw	5128
Employee Relations and Counseling	Human Resources	Amy Kahn	5116
Employment Law	Human Resources	Amy Kahn	5116
Employment/Salary Verifications- State Employees	Payroll	Debbie Toms	5135
Employment/Salary Verifications- Student Employees	Payroll	Karen Simpson	2593
Ethics	Human Resources	Amy Kahn	5116
Extra Service- Classified Staff	Human Resources	Serena Starr	2995
Extra Service- Professional & Faculty	Human Resources	Becky Gagne	2283
Extra Service- Part-time Faculty	Human Resources	Lucinda Dumaw	5128
Exit Interviews- Classified	Human Resources	Serena Starr	2995

Exit Interviews- Professional & Faculty	Human Resources	Christa Aldrich	5938
Full-time Faculty Additional Compensation (chair stipends)	Human Resources	Becky Gagne	2283
Full-time Faculty Appointments/Renewals	Human Resources	Becky Gagne	2283
Full-time Faculty Dual Appointment	Human Resources	Becky Gagne	2283
Faculty Adjunct/ Lecturer processing	Human Resources	Lucinda Dumaw	5128
Garnishment Deductions	Payroll	Debbie Toms	5135
Graduate/Teaching Asst. Appointments	Human Resources	Lucinda Dumaw	5128
Graduate/Teaching Asst. Benefits	Human Resources	Matt Vanderwerf	2442
Health Insurance- Classified	Human Resources	Serena Starr	2995
Health Insurance Professional/Faculty	Human Resources	Matt Vanderwerf	2442
Holidays	Payroll	Debbie Looney	2744
Holiday Waivers	Payroll	Debbie Looney	2744
Immigration	Human Resources	Amy Kahn	5116
Label Request	Human Resources	Lucinda Dumaw	5128
Labor Relations	Human Resources	Amy Kahn	5116
Lens Program	Human Resources	Pat Lang	2126
Leave Donation Program	Human Resources	Debbie Looney	2744
Leaves- Classified	Human Resources	Serena Starr	2995
Leaves- Professional & Faculty	Human Resources	Matt Vanderwerf	2442
Non-Renewal Process	Human Resources	Adrienne Collier	5119
Orientation – Classified Staff	Human Resources	Serena Starr	2995
Orientation – Faculty & Professional	Human Resources	Matt Vanderwerf	2442
OSHA/Safety Report	Human Resources	Serena Starr	2995
Over 40 Comp Program	Payroll	Debbie Looney	2744
Overpayment Recovery	Payroll	Debbie Toms	5135
Payroll Policies	Payroll	Debbie Toms	5135
People Admin- Classified Postings	Human Resources	Serena Starr	2995
People Admin- Professional & Faculty Postings	Affirmative Action	Christa Aldrich	5938
Personnel File Review	Human Resources	Amy Kahn	5116
Professional Development	Training	JoAnne Sims	5115
Position Management- Classified	Human Resources	Serena Starr	2995
Position Management- Professional	Human Resources	Becky Gagne	2283
Prescription Drug, Dental, Vision- Classified	Human Resources	Serena Starr	2995
Prescription Drug, Dental, Vision- Professional & Faculty	Human Resources	Matt Vanderwerf	2442
Prior Service Credit	Human Resources	Becky Gagne	2283
Professional Appointments	Human Resources	Becky Gagne	2283

Professional Evaluation Process	Human Resources	Pat Lang	2126
Professional & Faculty Search Process	Affirmative Action	Christa Aldrich	5938
Reports	Human Resources	Lucinda Dumaw	5128
Retirement Notification & Incentives	Human Resources	Matt Vanderwerf	2442
Retirement Plan Information- Classified	Human Resources	Serena Starr	2995
Retirement Plan Information- Professional & Faculty	Human Resources	Matt Vanderwerf	2442
Sabbatical Leaves	Human Resources	Becky Gagne	2283
Scholarship Payroll	Payroll	Debbie Toms	5135
Search Waivers	Affirmative Action	Adrienne Collier	5119
Sexual Harassment	Affirmative Action	Adrienne Collier	5119
Student Payroll- Temporary Service	Payroll	Karen Simpson	2593
Student Payroll- Work-Study	Payroll	Debbie Toms	5135
Summer Session Payroll	Payroll	Debbie Toms	5135
Supplemental Retirement Accounts	Payroll	Debbie Toms	5135
Tax Treaty Administration- NRAs	Payroll	Debbie Toms	5135
Tax Withholding	Payroll	Debbie Toms	5135
Timesheets	Payroll	Debbie Looney	2744
Tuition Programs	Human Resources	Matt Vanderwerf	2442
UP-3 Processing	Human Resources	Becky Gagne	2283
Vacancy Announcements- Classified	Human Resources	JoAnne Quinlan	2561
Vacancy Announcements- Professional	Human Resources	Christa Aldrich	5938
Volunteer Appointments	Human Resources	Holly Cunningham	5845
Voter Registration	Human Resources	Matt Vanderwerf	2442
W-2 Processing and Duplicates	Payroll	Debbie Toms	5135
Web Site management- Affirmative Action	Affirmative Action	Christa Aldrich	5938
Web Site Management- Benefits	Human Resources	Matt Vanderwerf	2442
Web Site Management- HR	Human Resources	Lucinda Dumaw	5128
Web Site Management- Payroll	Payroll	Debbie Toms	5135
Wellness Program	Human Resources	Matt Vanderwerf	2442
Worker's Compensation	Human Resources	Serena Starr	2995

* Off Campus (585)-395- ext.