



# DIRECTORY OF HUMAN RESOURCES SERVICES

Fort Omaha Campus, Bldg. 32



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**Associate Vice President—Maureen Moeglin****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

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**Director of Benefits & Compensation—Sue Clark****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

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**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

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**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

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**HR Generalist/HRIS Specialist---Diana Ormandy****531-622--2341**

Process employee transactions-part-time temporary, work-study, and continuing education  
instructors Recruitment and advertising  
Screening committees and applicant tracking updates  
Temporary employee arrangements from temp agencies  
Worker's compensation (on the job injuries and first report of injury)  
Unemployment compensation questions  
Education assistance (non-Metro classes)  
Human Resources web page

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**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

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**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-

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**HR Services Specialist---Zene 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