



NEWS & NOTES

SEPTEMBER 2021 (V.4.3)

DIVISION OF ADMINISTRATIVE AFFAIRS

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"If you think you are too small to be effective, you have never been in the dark with a mosquito."

- Unknown

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7:45 am - 4:30 pm M-F

HELLO WARHAWK FAMILY!

Welcome to Human Resources & Diversity's News & Notes *September 2021* edition. We hope you like this refreshed look to our newsletter. The layout aims to provide easier access to the information that is most important to you.

This month "Spotlight" section, located at the very front, highlights Connie Putland, Assistance Chief Human Resources Officer. Connie is very active in the Regional College and University Professional Association for Human Resources (CUPA-HR) organization. She also serves as the ADA Coordinator for campus and employee relations specialist. See page 2 for all of the great things Connie does for campus, region, and the profession!

This newsletter also includes important information for campus, including our new Telecommuting Procedure and Practice Directive, opportunities for employees to Focus on Energy, a look at the new Lactation Room on the Rock County Campus, and updates about the Title and Total Compensation project. Please take some time to review the TTC information under the Talent Acquisition section on page 8 to familiarize yourself with the upcoming changes. You can follow the links to any topic in which you seek additional information.

As always, the index to the left on this page links to the various pages and topics highlighted in this edition. If you have questions about any of our subject areas, please refer to this or past editions of the newsletter. If you would like to read previous versions, please go to our [News & Notes webpage](#) to see the current and past editions.

As always, thank you for taking the time to read this newsletter!

Best,

Janelle A. Crowley, Ph.D.

Janelle A. Crowley, Ph.D.
Chief Human Resource Officer
Human Resources & Diversity



Hispanic Heritage Month

- | | |
|--------------|------------------------------|
| September 8 | International Literacy Day |
| September 11 | 911 Remembrance |
| September 12 | Grandparent's Day |
| September 14 | HR & D TTC Town Hall |
| September 15 | Yom Kippur |
| September 16 | Mexican Independence Day |
| September 17 | Constitution Day |
| September 22 | Autumn Equinox (Fall begins) |
| September 24 | Native American Day |

<http://www.holidayinsights.com/moreholidays/september.htm>

Spotlight of the Month



**Connie Putland, AWI-CH
Assistant Chief Human Resources Officer & Campus ADA Coordinator**

Connie Putland, AWI-CH, Leadership in the Region and Certifications

Roles Within Human Resources

What does AWI-CH stand for you ask? It means Association of Workplace Investigators Certificate Holder. Connie, in addition to being our Assistant Chief Human Resources Officer, serves as the Campus ADA Coordinator, Title IX Deputy Coordinator for employees, handles employee relations, and coordinates our employee training and development program; like the Welcome Back Week for employees schedule. To add to these competencies and responsibilities, Connie recently completed her certification as a Workplace Investigator.

The Association of Workplace Investigators is a professional association for those who conduct and/or manage workplace investigations. Their mission is to promote and enhance the quality of impartial workplace investigators. This is crucial in her roles within the department for all employee relation matters.

Experience with Human Resources in and out of UW System

Connie Putland has over 25 years of progressive experience in Human Resources in both the public and private sector, serving the last 18 years within the University of Wisconsin System, first with UW-Madison School of Medicine and Public Health, and now with UW-Whitewater since 2012.



ASSOCIATION OF
WORKPLACE INVESTIGATORS



Spotlight of the Month

Leadership in the Region

In our [July 2021 Newsletter](#), you may have seen the announcement of Connie's leadership role within the region. On July 1, 2021 Connie was named the **Chair of the Midwest Region Board of Directors for the College and University Professional Association for Human Resources (CUPA -HR)** for the 2021-2022 fiscal year. She has served on the Midwest Region Board of Directors for three years. She also served as the President and Treasurer of the Association's Wisconsin Chapter.

CUPA-HR, in summary, is Human Resources in Higher Education. The organization serves higher education by providing the knowledge, resources, advocacy, and connections to achieve organizational and workforce excellence. Headquartered in Knoxville, TN, and serving over 33,000 HR professionals and other campus leaders at nearly 2,000 member institutions and organizations around the country and abroad, the Association offers learning and professional development programs, higher education salary and benefits data, extensive online resources, and just-in-time regulatory and legislative information.



KNOWLEDGE | RESOURCES | ADVOCACY | CONNECTIONS

Education and Certifications

- Bachelor of Science degree - Cardinal Stritch University- College of Business
- Master of Public Administration degree - Upper Iowa University
- Leadership Certification – UW-Madison
- Association of Workplace Investigators (AWI) Certification
- She is currently working on her American's with Disabilities Act (ADA) Coordinator Training Certification

Connie also loves to travel and spend time with family. You can find Connie either working in her office in Hyer Hall, Suite 300, or working remotely. If you have any questions about the information mentioned, or need to contact her about ADA or employee relationship matters, you can send an email to putlandc@uww.edu or give her a call at (262) 472-1024.



A LEADER
IS ONE WHO →
knows the way,
goes the way,
and
shows the way.

- John C. Maxwell



Administrative Affairs Special Focus

UW System Schools Working with Focus on Energy

The University of Wisconsin-Whitewater is working with *Focus on Energy* for a UW System-wide promotion for purchasing energy efficiency products at a discount. The main target of this promotion is Wisconsin utility rate payers.

The products are designed to lower utility bills as *Focus on Energy* is a utility-funded statewide program to help rate-paying customers reduce their overall energy use. Their website is not live yet, but follow the link below to their email campaign that has the information about your eligible discounts, including some example products:

[Focus on Energy Discount Products Opportunity](#)

For more information, look for additional publicity around campus, or contact:

Wes Enterline, Sustainability Director

Phone: 262-472-6709

Email: EnterlinWJ03@uww.edu



Process Improvement Advisory Team (PIAT)

PIAT Fall FAIR Extravaganza!

The Process Improvement Advisory Team (PIAT) invites you to join us on:

Thursday, September 9th from 2pm – 3pm in UC259, for our annual **Fall FAIR Extravaganza**.

Are you interested in operational excellence, incremental change, and exploring a variety of opportunities for improvement, efficiencies and cost savings?

Then join us for our **PIAT Showcase**, a fun and interactive activity-based event, where you will learn more about process improvement, learn relevant skills, examine past and current campus projects, and even take the process improvement challenge..

Visit our website or contact the Quality Assurance Improvement Manager, Meghan Williams for more information.

All members of the UW-Whitewater and UW-Rock campus community are invited to participate.

Please note: Current campus COVID protocols will be strictly adhered to.



★ Benefits ★

Preparing for Your Retirement - Presented by ETF

Planning to retire in the next 1-10 years? Then this webinar is for you. We'll discuss:

- The money you and your employer have put towards your retirement account.
- How your retirement account grows through investments.
- When you can retire.
- Options for receiving your retirement benefit.
- Rules you must follow if you return to work after retiring.
- What happens to your account after you die.
- Changes to your health and life insurance in retirement.



Learn in a way that fits your schedule (workday or evening). Attend this presentation in a live webinar!

Thu, Sept 9, 2021 10:00 am – 11:30 am

Thu, Sept 23, 2021 6:30 pm – 8:00 pm

To register, go to: <https://attendee.gotowebinar.com/rt/2273159340156240144>

Employee Assistance Program (EAP)

EAP Provider is KEPERO (pronounced 'kee proh')



The EAP is a *free, confidential* program available to you and the family members living in your household. Kepro offers assistance with **emotional situations, work/life challenges, legal & financial circumstances**. The EAP also offers resources to assist with work-related concerns, some specifically geared toward **managers/supervisors**. To find out more and access these resources, follow the steps below:

- Website: sowi.mylifeexpert.com/ (username: SOWI); account set-up required for access
- o In the upper right corner, click on the File/Toolbox icon
 - o Select Documents
 - o Click on the Management tab

To schedule a training for your staff please contact Stephanie Hartmann, Benefit Specialist at hartmans@uww.edu or x1397.

Your Warhawk Benefits &
Wellness Team

Stephanie Hartmann, Benefits Specialist
Grace Jezuit, Student Benefits Assistant



The Benefits & Wellness

Team continues to work remotely. Please be assured that we are monitoring emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.

Front Desk and General Office Information

Telecommuting Procedure and Practice Directive

The Telecommuting Procedure and the Practice Directive is now available on the [Institutional Policy and Compliance](#) web page. Please use the following link to locate and review the procedure, and the process, for working through the Telecommuting Agreement. There are specific guidelines for the employee and supervisor, so please work with your supervisor to see if this is an option.

<https://www.uww.edu/adminaffairs/compliance/practice-directives-and-procedures#ApprovedPracticeDirectivesProcedures>

Many thanks to the committee who worked on this project during the summer! Go Warhawks!



Fall 2021 Human Resources & Diversity Student Employees

We would like to take the time to introduce our student employees for the Fall 2021 semester.

- Anusha Barath, Student Employment Assistant
- Dylan Harris, Talent Acquisition Management Assistant
- Grace Jezuit, Benefits Assistant
- Nolan Rockwell, Talent Acquisition Management Assistant
- Christian Rogers, Payroll Assistant
- De'Andra Tucker, Student Employment Assistant



Human Resources & Diversity Office is open regular hours but due to some staff still working remotely, we request that visitors please call ahead to schedule an appointment.



Your Warhawk Human Resources & Diversity Office Coordinator, Front Office Supervisor, and Student & Camps Specialist

Ramon Rocha, Sr., DJ Judah,
Kai Instefjord

Immigration

USCIS DACA Update

The Department of Homeland Security (DHS) will continue to accept the filing of both initial and renewal DACA requests, as well as accompanying requests for employment authorization. However, pursuant to the July 16, 2021 order from the Southern District of Texas, DHS is prohibited from granting initial DACA requests and accompanying requests for employment authorization. Also consistent with that order, DHS will continue to grant or deny renewal DACA requests, according to existing policy.

Margaret Wheeler, our *Immigration and Affirmative Action Specialist*, can be reached at her office in the Community Engagement Center, Room 123. She continues to be responsible for immigration cases for all international faculty. In addition, she offers workshops and one-on-one assistance, remote or in-person, regarding EB-1 cases, EB-3 cases, form I-485 and supporting documents. She also assists immigrants in the Whitewater community and beyond, with their immigration cases. Currently, she works with UW-Whitewater student interns, training them in the practice of immigration law as they fulfill their legal studies' requirements.

Contact Information:
wheeler.m@uww.edu;
262-472-1494

Immigration and
Affirmative Action Specialist

Margaret Wheeler, JD



Getting vaccinated for COVID-19

UW System and UW-Whitewater are not mandating vaccinations for students or employees at this time. However, vaccination is strongly encouraged as the best means to protect the health of students, faculty and staff. Please submit a copy of your Wisconsin immunization record or vaccination card in any of the following ways:

- Submit it online at <https://my.uww.edu/Vaccination/>
- Bring the copy to the COVID-19 office, located in the UW-Whitewater Police Department at Goodhue Hall.
- Fax it to 262-472-5746.
- Mail it to UW-Whitewater Police Department, 790 W. Starin Rd. Whitewater, Wisconsin, 53190

If you previously submitted your vaccination card as verification but were denied, please resubmit your card.



★ Payroll ★

Payment for work performed

Moving forward, payments will be split out equally for work performed in any payroll period the work falls into based on the bi-weekly payroll schedule. For example: Your work is performed over the fall and spans 10 payroll periods, your full expected payment for this work is \$1500, you would receive \$150 per payroll period for 10 periods to equal the full payment of \$1500. Please keep in mind, if a payment request comes in and is approved after a payroll has already processed, the proration will vary depending on when work began and how many payroll periods remain. This is the standard practice for payroll to ensure you are receiving payment for work performed. Variations may occur based on departmental requests, budgeting needs and contractual agreements.



Payroll Schedule

Visit the [Single Payroll resources web page](#) for frequently asked questions, budget planning information and the 2021 payroll schedules.

Take the Following Action

If you have automatic payments set up (for example, mortgage, car loan, utilities, etc.), review your monthly budget and prepare for biweekly paychecks. You may want to adjust your automatic payments to match your biweekly paycheck amounts.

[Single Payroll FAQ](#)

[2021 Pay Schedule](#)

[2022 Pay Schedule](#)



For questions regarding earnings statements, funding, leave reporting, monthly payroll, furlough, etc. please email: [Payroll Support](#)

For questions regarding processing the biweekly payroll (timesheet entry and approval, exceptions, etc.) please contact: [Shared Services Payroll, or Shared Services](#)

Your Warhawk Program Manager
Payroll, Benefits & Shared Services Liaison:

Steve Marshall



Rock County Campus

Lactation Room on Rock County Campus

The Benefits office would like to announce a newly established Lactation Room on the Rock County Campus. The Lactation Room is located in Williams Hall, lower level, W21 and is available to Staff and Students.

This room will provide a private, cozy space where lactating mothers are welcome to pump or nurse. The room includes electricity and a small refrigerator for milk storage.

To reserve the room please email rck-scheduling@uww.edu to reserve the room for the semester.

A special thank you to Tanja Anderson, Kristin Fillhouer, Ted Frat, Vicki Hansen, Stephanie Hartmann, Tom Ness, and Brian Zobel for seeing this project through and assisting in making this space a reality for our community!



University of Wisconsin
Whitewater

Rock County



Handshake at Rock Campus

The Rock County campus will start using Handshake for Fall 2021 student employment opportunities!

Handshake is UW-Whitewater's career management system & online job board. You'll find all of the following on Handshake:



- **Job & Internship Postings:** Search for on-campus and off-campus student jobs, internships, and full-time jobs requiring bachelor or master degrees.
- **Career Fairs:** View information about upcoming career fairs, including employer participant lists and available opportunities
- **Career Events:** Find out about upcoming networking events and career-related workshops
- **Employer Database:** Search for employers by location & industry to network, find potential opportunities, and view company reviews

For more information on Handshake, visit the [Career & Leadership Development page here](#) or follow the above icon to the handshake login.

Your Warhawk Human
Resources Rock County Campus
Administrative Specialist

Tanja Anderson



If you have any questions for
Tanja, her contact information is:

Email: andersot@uww.edu

Phone: 608-898-5039

Talent Acquisition & Recruitment

Title & Total Compensation

Human Resources & Diversity, in collaboration with governance and the Titling Committee, will be hosting a TTC Town hall on Tuesday, September 14th at 1 pm via Webex. Please mark your calendars and watch for announcement and invite.

What is Title & Total Compensation

Over the past 2.5 years we have been engaged in the Title & Total Compensation (TTC) Project work. Information on the project can be found at (<https://www.uww.edu/adminaffairs/hr/>) on the tile titled “Title & Total Compensation”. This project is designed to ensure consistency in titling and the ability to compare our jobs with similar titles and work done in peer institutions and other organizations to create a market-based pay structure.

What titles are out of scope?

Some titles are “out of scope” – Faculty titling structure will not change. Other out-of-scope titles include: Chancellor, Vice Chancellor, Dean, coach, graduate assistant, adjunct, adhoc.

Lecturer titles will no longer include the associate or senior levels in the official titling structure. UW-Whitewater will continue the current process of promotion from no prefix to senior. In addition, we will use associate and senior as business titles to identify those hired into the associate level or promoted to the senior level.

Where are we now?

In the current stage, managers are having conversations with employees to confirm the Standard Job Description (SJD) chosen matches the work being done*. Most employees have already had these conversations and all conversations will be complete by September 10th. Every employee should have a 1:1 meeting with their supervisor or be included in a group meeting to discuss their Standard Job Description. This expectation was relayed across campus. If you have any questions, please contact Amy Sexton at sextona@uww.edu

Managers were given workbooks with the list of their employees and were to update these workbooks after the employee-manager conversations are completed.

During the employee-manager conversation, the manager will discuss the Standard Job Description (SJD) they feel is the best fit for the position's duties. If the employee agrees with the choice from the manager, then *the mapping job is done!* If the employee has reviewed other SJDs and found something else they feel is a better fit, this is the time to discuss it with the manager. If the manager and employee agree that what the employee found is a better fit, the manager will update the mapping workbook *and the mapping job is done!* If the employee and the manager don't agree on the best fit during the meeting then the manager will make a notation in the workbook. Please review the Standard Job Description Library notations* under the “For more information” section on the next page.

* Talent Acquisition & Recruitment *

All employees will be given opportunity to appeal the SJD chosen if they don't come to an agreement during their employee-manager conversation, or if perhaps after that meeting they find a different SJD they feel is a better fit. Agreement during the employee-manager conversation doesn't mean there is no ability to be re-reviewed.

Your Human Resources office is working with the Titling Committee, which includes governance representation, to create a practice directive for the appeals process. Once approved, this practice directive will be posted and distributed appropriately.

What's next?

- **September 14th, 1 PM:** Human Resources & Diversity is holding a TTC Townhall via Webex
- **November 5th (On or before)** - Employees will receive Title Change Notification Letters from central administration. UW Whitewater lecturers will receive memorandum directly from UW-Whitewater HR
- **November 5th (On or before)**- Employees who are impacted by FLSA exemption changes will be notified of options for consideration
- **November 7th – New titles go live in HRS**

We are working on the Appeals Timeline and tentatively have identified November 22nd to December 31st as the window for submitting title appeals.



*If you have any questions, please reach out to one of your
Human Resources TTC subject matter experts*

Amy Sexton, Human Resources Specialist

Email: sextona@uww.edu



Abby Dunkleberger, Human Resources Assistant

Email: dunkleba@uww.edu

Victoria Johnson, Human Resources Assistant

Email: johnsonv@uww.edu

Your Warhawk Human Resources Talent Acquisition & Compensation Management team:

Amy Sexton, Victoria Johnson, Abby Dunkleberger

The Talent Acquisition team is continuing to work remotely when appropriate. We continue to monitor emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.

* Talent Acquisition & Recruitment *

FOR MORE INFORMATION:

On the TTC page you will find many helpful resources, including:

What to Expect During the Employee-Manager Conversation

1-page learning series handout that explains the main purpose of the employee-manager conversation. (PDF) This document explains the goal of the conversation, what will stay the same and what will be changing.

Standard Job Description Library

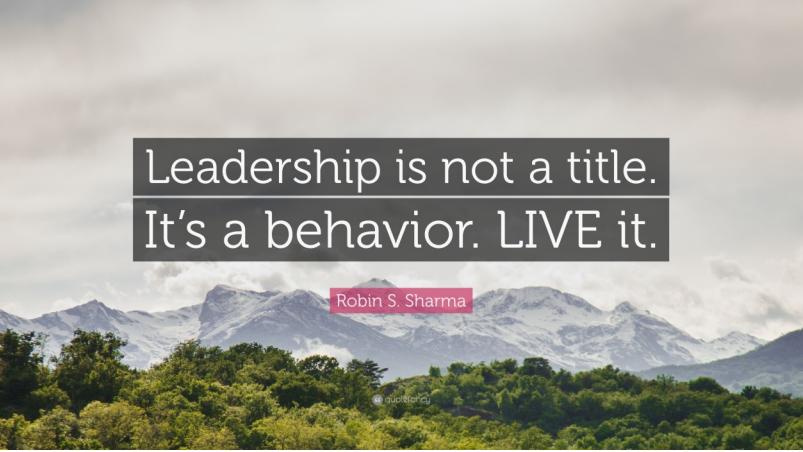
The library includes the job titles and job descriptions for Academic Staff, University Staff, and Limited Appointees. (Interactive online resource). *When reviewing the Standard Job Description (SJD) Library for an SJD that best fits your work , it is crucial to focus on and compare the nuances in wording between SJDs. For example, whether an SJD job duty indicates the position "assists with" or "is responsible for" a duty. Choosing the SJD where the job duty bullets match the work being done is the correct way to complete the exercise, rather than focusing on "title" or having concern about where the pay will land for the title.

Business Title Guidelines

1-page learning series handout that explains the new guidelines for using a Business Title. (PDF)

Title Appeal Process

1-page learning series handout that broadly explains the new process for appealing an assigned title. (PDF) The formal UW-Whitewater practice directive outlining timelines will be forthcoming as noted above.



Leadership is not a title.
It's a behavior. LIVE it.

Robin S. Sharma



Title IX

Mandatory Student Sexual Misconduct Training

Each year, University of Wisconsin students are required to take an online Sexual Assault Prevention training course as part of the requirements of Title IX. The information contained in the training includes information about campus resources and how to report and assist peers when faced with incidents of misconduct. The company we use for the online training is called Everfi and the platform is called Foundry.

Links to the training were sent out to students who were registered by August 1, 2021. We will be doing two more uploads, one after August 31 and one after September 10. The due date for this training is **Friday, October 8, 2021**. After that date, holds will be placed on students' accounts preventing them from making changes to their schedule or registering for the Spring 2022 semester.

For more information, go to the UWW Sexual Misconduct information page located [here](#).

Mandatory Employee Online Training

Employees are required to complete three different online training modules as a condition of employment. Those trainings are:

- *Information Security* (securing data and information technology) - this training is required annually
- *Mandated Reporter* (reporting of child abuse and neglect, Executive Order #54) - this training is required only once during your time at UWW. This is different than the Title IX training.
- *Sexual Harassment (Title IX)* - this training is required once every three years

All three of these trainings can be found in my.wisconsin.edu portal under "Mandatory Trainings."



The Title IX Coordinator continues to work remotely but is available for on-campus appointments upon request.



Your Warhawk Title IX Coordinator
Vicki Schreiber, Ph.D.



Training is mandatory, therefore expectation is 100% completion. Employees have 30 days from notification to complete the training. Training that is incomplete past the 30 days is considered overdue, which may result in notification of the employee's supervisor. Incomplete Information Security Training may also result in disconnection of technology access until the training is complete.

Wellness

Worksite Wellness

New Worksite Wellness Website!

There is a new Worksite Wellness page within the UW-Whitewater website that is managed by the Wellness Team.

This page was created as a tool for employees to find information regarding current Wellness opportunities on campus.

This page also includes a calendar listing upcoming Wellness events. There are also tabs at the top of the page for Biometric Screening and Helpful Tools.

Come check us out! It's a great resource to stay in the loop about Wellness opportunities and resources!

[Click here to visit the Worksite Wellness page](#)



WINGO

We still have spots available for our annual WINGO card! We encourage all staff members to sign up and benefit from the wellness activities and prizes. Please contact Benefits@uww.edu to sign up. Complete your full card by **Friday, November 5th** to claim a Warhawk Wellness baseball cap!



Please continue to watch the HR&D newsletter as well as the Warhawk Weekly for upcoming benefits and wellness events.



Your Warhawk Benefits & Wellness Team

Stephanie Hartmann, Benefits Specialist
Grace Jezuit, Student Benefits Assistant

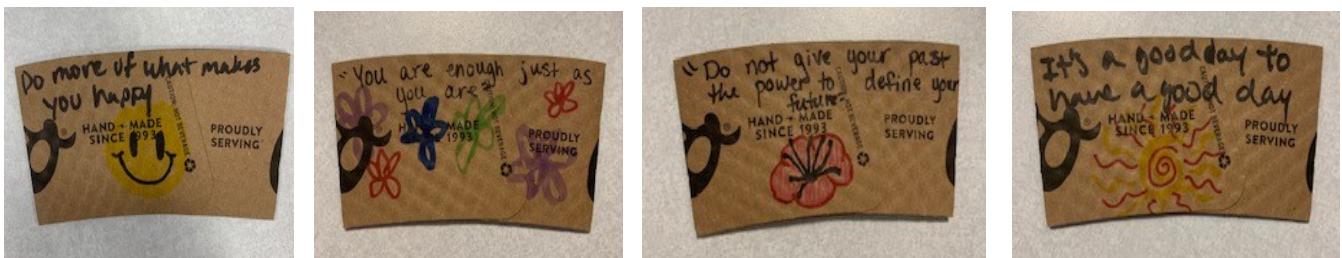
Wellness

Suicide Prevention Week September 5th – 11th

Link: [Suicide Prevention Week Poster](#)

Please join us for a week of opportunities to bring awareness to suicide and suicide prevention. On Talk About It Tuesday, counselors will be available for virtual appointments from 10am – 2pm. On Wednesday there will be a KEPRO-sponsored Suicide Prevention training from 12noon – 1pm via WebEx. On Thank Yourself Thursday there will be a KEPRO sponsored workshop Prioritizing You – [Click here for the WebEx information](#). With participation in the training on Wednesday, or the workshop on Thursday, you will receive a Suicide Prevention wrist band and Wallet Card.

In addition, the Benefits Team has partnered with Willie's to create coffee sleeves decorated with positive messages as a reminder that you matter, you are important and you are not alone. Here are some examples:



Well Wisconsin

Biometric Screening- Earn your \$150 Wellness Incentive

Link: [WI_Screening FAQ 2021 \(Biometric Health Screening Frequently Asked Questions\)](#)

We will be hosting our **Biometric Screening on September 22nd in rooms 108 & 109 of the Community Engagement Center** located next to the Walmart in Whitewater. The event will run from 8:00am-1:00pm and is a great opportunity to check one of the three requirements to receive your \$150 Well Wisconsin Initiative! See the attachment for more details.

Staywell/WebMD's September Employee Sponsored Activity:

The Employee Sponsored Activity for September is titled "[Sleep Tight, Feel Right!](#)"! From September 1st-September 28th, you can earn your well-being activity credit by getting a good night's rest. All you have to do is hit the hay and record how you slept for 21 of 28 days of the challenge. Completion of your well-being activity, plus the health assessment and a health check, earns you \$150.

Visit [this link](#) to sign up soon. The challenge kicks off on September 1st!



★ HR&D Subject Matter Expertise Areas ★

This section is to highlight areas of expertise of the staff in our office. Many of our staff have expertise in areas outside their current job responsibilities based on previous experience and certifications and may be available to conduct trainings upon request.

Subject Matter Expert	Specialty
Janelle Crowley, Ph.D. <i>Chief Human Resources Officer</i>	<ul style="list-style-type: none"> Leads all training, talent acquisition and career development activities. Promotes inclusion in the workplace Reinforces our position as an equal opportunity employer Co-facilitates Unconscious Bias Training Member President's Advisory Committee on Disability Issues [PACDI] Member University Insurance Board [UIA]
Connie Putland <i>Asst. Chief H.R. Officer</i>	<ul style="list-style-type: none"> Primary contact for ADA and employee relation matters Training and Development Title IX Deputy Coordinator for Employees Chair of CUPA-HR Midwest Region Board of Directors
Stephanie Hartmann <i>Benefits Specialist</i>	<ul style="list-style-type: none"> Benefits & FMLA Wellness Coordinator Resignations and retirements
Kai Instefjord <i>H.R. Assistant</i>	<ul style="list-style-type: none"> Student Employment & Camps Contracting Unemployment Contact
Damon Judah (DJ) <i>Information Systems Business Automation Analyst</i>	<ul style="list-style-type: none"> OBIEE (Business Intelligence) to provide data across institution Ingeniux (web content software - HR & D website administrator) Excel for reporting & organizing data Riskconnect to input Worker's Compensation claims MFA Tool (for DUO access) ShopUW
Steve Marshall <i>Program Manager - Payroll, Benefits & Shared Service Liaison</i>	<ul style="list-style-type: none"> Payroll & Benefits Board of Directors/Certification Director - Northland HR Association Society for HR Mngmt (SHRM)- Instructor of certification preparation group
Ramon Rocha <i>HR & D Office Coordinator</i>	<ul style="list-style-type: none"> Fluent in English and Spanish - provides translation for HR & D Office Supervises Human Resources & Diversity Student Employees MFA Tool (for DUO access) Assists with questions related to Direct Deposit forms and W-4 forms Campus Notary
Vicki Schreiber, Ph.D. <i>Title IX Coordinator</i>	<ul style="list-style-type: none"> Title IX Resources & Policy Certified Trauma Informed Investigator Restorative Justice Circle Keeper Facilitator
Talent Acquisition & Compensation Management Team	<ul style="list-style-type: none"> Staffing & Recruitment Process Management New Employee & Rehire Contracts including Compensation Employee Lifecycle Changes (Change of Status) Onboarding and Offboarding of employees Title and Total Compensation Project
Amy Sexton <i>Human Resources Specialist</i>	
Abby Dunkleberger, H.R. Assistant	
Victoria Johnson, H.R. Assistant	
Margaret Wheeler, Esq. (MA, JD, LLM) <i>Immigration & AA Specialist</i>	<ul style="list-style-type: none"> Immigration Specialist Affirmative Action Program Coordinator