

Cornell College Faculty & Staff: Frequently Asked Questions

Due to recent organizational restructuring, several responsibilities and points of contact have changed for certain faculty and staff services. Listed below are frequently asked questions regarding these services. If you have any questions or suggestions regarding this document, please contact Lindsey Hotz, Employee Relations Coordinator, at lhotz@cornellcollege.edu.

Purchasing

Q: What is the process for purchasing supplies and materials?

A: [Click here](#) for complete information regarding purchasing guidelines.

Q: How do I replenish office supplies?

A: You may make requests either through your academic program assistant or department chair. [Click here](#) for the complete purchasing guidelines manual.

Faculty Support

Q: How is the course evaluation process handled?

A: Course evaluations are now completed online. Karla Moreland (kmoreland@cornellcollege.edu, or x4379) is the contact person for questions.

Q: Who do I contact with Student Symposium questions?

A: Paul Waelchli, College Librarian, is the contact person for the Student Symposium. You may contact him at pwaelchli@cornellcollege.edu or x4260.

General Questions

Q: How do I report a building maintenance need or facility problem?

A: For issues that require immediate assistance during business hours (e.g., an over-flowing toilet, electrical outage, etc.) you should contact Facility Services directly at x4133. All other issues should be submitted via the [online work-order](#) system.

Q: What do I do if there is an issue with my printer or computer?

A: Complete an [online work-order](#) with Information Technology.

Q: Who is the new bookstore manager?

A: Lee Ann Grimley is the new manager of the Cornell College Bookstore. You may contact Lee Ann at lgrimley@cornellcollege.edu or x4378.

Q: Where is my mail delivered?

A: Campus mail is delivered and picked up once each morning beginning at 8 a.m. at the following locations:

College Hall (includes Law Hall, Norton Geology Center, Prall House, South Hall, and West Science Center)

Cole Library

Peter Paul Luce Admission Center

McWethy Hall

Old Sem (includes IT)

Paul K. Scott Alumni Center

Richard & Norma Small Multi-Sport Center

Stoner House

Mail for Armstrong Hall is available for pick up at the Mail & Service Center in the Thomas Commons.

Q: When I have questions about working with a student organization, who should I contact?

A: Gwen Schimek, Assistant Dean of Students, works with student organizations and can answer questions about them. Cindy Krob assists student organizations with the purchasing of supplies and equipment.

Q: Smith Dining Room is not on Meeting Room Manager. Can it be reserved?

A: Because Smith Dining Room serves as both a daily seating area for a large number of students and one of our special event spaces, requests are handled on a case-by-case basis and consideration is given to timing and frequency of disruptions to regular operations. Please contact Gwen Schimek, Assistant Dean of Students, and Joan Homrich, Bon Appétit General Manager, to inquire about using the space.

Human Resources

Q: Who do I go to for my Human Resources related questions?

<p>Compensation and Benefits Coordinator (Shelly O’Neal – soneal@cornellcollege.edu or x4243)</p>	<p>Employee Relations Coordinator (Lindsey Hotz – lhodz@cornellcollege.edu or x4244)</p>
<ul style="list-style-type: none"> • Benefits administration and enrollment (health, dental, vision, life, HSA & flex accounts, ADD, and LTD) • Retirement Savings with TIAA-CREF • Paycheck inquiries (tax withholding, direct deposit, etc.) • Vacation and sick leave accrual and balance inquiries • Compensation inquiries (salary and stipend payments) 	<ul style="list-style-type: none"> • Staff recruitment and hiring • Employee relations and conflict resolution • Management assistance (performance reviews, disciplinary action, employment law, etc.) • Employee Handbook and policies • Americans with Disabilities Act (ADA) accommodations • Family Medical Leave Act (FMLA) requests and processing • Workers Compensation • Online directory maintenance

Q: Who do I go to for questions related to my timecard or paystub?

A: Regular faculty and staff should contact Shelly O’Neal, Compensation and Benefits Coordinator, at soneal@cornellcollege.edu or x4243. Questions related to your work-study students’ timecards and paystubs should be directed to Jodie Wittenburg, Staff Accountant and Payroll Coordinator, at jwittenburg@cornellcollege.edu or x4220.

Q: Where can I find College organizational charts?

A: Organizational charts for all divisions, departments, and offices can be accessed online [here](#).