

PEOPLE AND CULTURE

**WHO TO CONTACT FOR
INFORMATION OR ASSISTANCE WITH:**



BETHEL
UNIVERSITY



Mike Freer
CHRO

- Organizational strategy
- Federal/state legal issues
- Complex employee situations



Dave Fredrickson
AVP

- Oversight of daily OPC functions
(payroll, benefits, employee & manager support, talent acquisition)
- Complex employee situations
- BU employment policy & procedures



Christine Osgood
Director of Culture & Wellbeing

- Employee life cycle, recognition, and wellbeing related systems & events
- Professional development opportunities
- OPC communications



Jill Stroud
OPC Coordinator

- Finding answers to general OPC questions
- Scheduling meetings with OPC team members - esp. CHRO
- Completing forms & documentation e.g. I-9's, background checks, personnel files, etc.



Sharyn Mantel
People Business Partner

- Manager & employee support and coaching
- Addressing team or employee issues - e.g. performance, conflict
- ADA accommodations
- Reorganizing job roles and functions on teams



Jake Wynia
Talent Acquisition Specialist

- Recruiting & sourcing new talent
- Oversight of hiring process for FT, PT & Temp employees
- Assistance for search committees
- Facilitating internal transfers



Angie Cyrankowski
Benefits Administrator

- Benefits: health, dental, retirement, FSA/HSA, disability)
- Taking a leave - FMLA, parental, general, etc
- Filing for worker's compensation



Esa Hytti
Payroll Administrator

- Paycheck & deductions questions
- Assistance with timesheets and/or leave reports
- Maintaining accurate employee data in Banner & reporting



Kisa Barthel
People Relations Specialist

- Onboarding a new employee/starting a new job at Bethel
- Hiring & supervising student employees
- Professional development and recognition options