HUMAN RESOURCES SERVICE DIRECTORY

A COMPILATION OF KEY HR SERVICES AND THE APPROPRIATE STAFF CONTACT (DEPARTMENT SORT)

SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
Address Change, Benefits	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Benefits Deductions	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Benefits Enrollment	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Benefits Forms (Processing & Administration)	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Benefits Information and Questions	Benefits	Connie Boone LaRita Brooks	5147 / 7984 cboone@nccu.edu 6226 / 7984 lbrooks4@nccu.edu	Robin Long Connie Boone
Compensatory Time	Benefits	Sandra Bailey	6108 / 7984 cboone@nccu.edu	Connie Boone
Disability Programs (Long-Term and Short-Term)	Benefits	Connie Boone	5147 / 7984 cboone@nccu.edu	Robin Long
Employee Perks/ Discounts	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Exit Interviews	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Family Illness Leave	Benefits	Sandra Bailey	6108 / 7984 sbaile20@nccu.edu	Connie Boone
Family Medical Leave Act	Benefits	Sandra Bailey	6108 / 7984 sbaile20@nccu.edu	Connie Boone
Health Care Spending Accounts (Flexible Care and Dependent Care)	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Health Insurance	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
Insurance (Accidental Death, Cancer, Dental, Life, Vision)	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Leave Reporting (Adverse Weather, Bonus, Civil, EPA Non-Faculty, Medical, Military, Shared, Sick Unpaid, Vacation)	Benefits	Sandra Bailey	6108 / 7984 sbaile20@nccu.edu	Connie Boone
Longevity	Benefits	Connie Boone	5147 / 7984 cboone@nccu.edu	Robin Long
Long-Term Care	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Met Life/ Trans America Insurance	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
NC Flex Benefits	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Optional Retirement Program	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Overtime	Benefits	Sandra Bailey	6108 / 7984 sbaile20@nccu.edu	Connie Boone
Retirement Counseling & Information	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
Retirement Supplement Programs (401K, 403b, 457)	Benefits	LaRita Brooks	6226 / 7984 lbrooks4@nccu.edu	Connie Boone
State Health Plan	Benefits	Connie Boone LaRita Brooks	5147 / 7984 cboone@nccu.edu 6226 / 7984 lbrooks4@nccu.edu	Robin Long Connie Boone

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
Teachers & State Employees Retirement System	Benefits	Connie Boone LaRita Brooks	5147 / 7984 cboone@nccu.edu 6226 / 7984 lbrooks4@nccu.edu	Robin Long Connie Boone
Time Sheet Maintenance	Benefits	Sandra Bailey	6108 / 7984 sbaile20@nccu.edu	Connie Boone
Total State Service	Benefits	Connie Boone	5147 / 7984 cboone@nccu.edu	Robin Long
Voluntary Shared Leave	Benefits	Sandra Bailey	6108 / 7984 sbaile20@nccu.edu	Connie Boone
Career Banding Salary Adjustments/Studies	Classification & Compensation	Robin Long Ron Reaves	6047 / 6670 rlong11@nccu.edu 5145 / 7992 rdreaves@nccu.edu	James Dockery Robin Long
Classification & Compensation Forms (Processing & Administration)	Classification & Compensation	Robin Long Ron Reaves	6047 / 6670 rlong11@nccu.edu 5145 / 7992 rdreaves@nccu.edu	James Dockery Robin Long
EPA Non-Faculty (Permanent Positions)	Classification & Compensation	Robin Long Ron Reaves	6047 / 6670 rlong11@nccu.edu 5145 / 7992 rdreaves@nccu.edu	James Dockery Robin Long
Organizational Charts, University	Classification & Compensation	Ron Reaves	5145 / 7992 rdreaves@nccu.edu	Robin Long
Position Management (Classification and Establishment)	Classification & Compensation	Robin Long Ron Reaves	6047 / 6670 rlong11@nccu.edu 5145 / 7992 rdreaves@nccu.edu	James Dockery Robin Long
Training, Career Banding & Competency Assessment	Classification & Compensation	Robin Long Ron Reaves	6047 / 6670 rlong11@nccu.edu 5145 / 7992 rdreaves@nccu.edu	James Dockery Robin Long

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
UNC-GA Liaison (EPA Non-Faculty Positions)	Classification & Compensation	Robin Long	6047 / 6670 rlong11@nccu.edu	James Dockery
ADA Campus-Wide Coordination	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
Council on the Status of Women (Ex-Officio)	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
Disability Parking	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
Diversity Initiative Leadership	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
EEO Advisory Committee	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
EEO Complaints	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
EEO Forms (Compliance - Search Committee, Orientation, Ad recommendations, re: diversity and inclusion, EPA and SPA EEO Compliance Reports, Pre/Post RIF Adverse Impact Analysis, etc.)	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
EEO Policies	EEO, Diversity and	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
(Sexual Harassment, Unlawful Workplace Harassment, Improper Relationships Between Faculty, Staff, and Students, Reasonable Accommodation, Anti-Nepotism)	Inclusion			
EEO Programs and Plans (University, State, Federal)	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
EEO Reports	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
EEO Training (Dates & Course Offerings)	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
Employee Relations Oversight. Evaluation, and Collaboration (Employee Relations is a function of the EEO Office)	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
Equal Employment Opportunity Institute (EEOI)	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
Improper Relationships Between Faculty & Students	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
Reasonable Accommodation (Disability Disclosure)	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
Threat Assessment Team (TAT)	EEO, Diversity and	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
	Inclusion			
Title IX Campus-Wide Coordination	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
Unlawful Workplace Harassment	EEO, Diversity and Inclusion	Paul Forté, Jr.	7070 / 7992 pforte@nccu.edu	James Dockery
Awards, NCCU (Service & Recognition Programs)	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Dispute Resolution	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Employee Assistance Program	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Employee Relations Forms (Processing & Administration)	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Employee Services Program	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Exit Interviews	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Grievance Process (EPA & SPA)	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Holiday Schedule	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Mediation Process	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Performance Management (Work Plans & Evaluations)	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
Performance Review Appeals	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Terminations, Employee	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Unemployment	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Workplace Violence	Employee Relations	Daphine Richardson	6920 / 7992 drichardson@nccu.edu	Paul Forté, Jr.
Employee Files, Human Resources (Management/ Maintenance)	HR Administration	Bridget Barnes	6164 / 6670 barnesb@nccu.edu	James Dockery
Executive Assistant (To the AVC for HR and EEO)	HR Administration	Bridget Barnes	6164 / 6670 barnesb@nccu.edu	James Dockery
HR Administration, Planning, Management	HR Administration	James Dockery	5214 / 6670 jcdockery@nccu.edu	Wendell Davis
HR Budget (Management)	HR Administration	Bridget Barnes	6164 / 6670 barnesb@nccu.edu	James Dockery
HR Consultation Services (Senior Executives and HR Professionals)	HR Administration	James Dockery	5214 / 6670 jcdockery@nccu.edu	Wendell Davis
HR Fixed Assets	HR Administration	Bridget Barnes	6164 / 6670 barnesb@nccu.edu	James Dockery
HR Leadership, Vision, Innovation	HR Administration	James Dockery	5214 / 6670 jcdockery@nccu.edu	Wendell Davis
HR Mail / Campus Department Deliveries to HR (Initial POC HR Reception Desk)	HR Administration	Bridget Barnes	6164 / 6670 barnesb@nccu.edu	James Dockery

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
HR Newsletter	HR Administration	Maria Roper	5267 / 6670 mroper@nccu.edu	James Dockery
HR Office Supply Manager	HR Administration	Bridget Barnes	6164 / 6670 barnesb@nccu.edu	James Dockery
HR Organizational Design & Development	HR Administration	James Dockery	5214 / 6670 jcdockery@nccu.edu	Wendell Davis
HR Purchase Order Contact	HR Administration	Bridget Barnes	6164 / 6670 barnesb@nccu.edu	James Dockery
HR Reception Desk Associates	HR Administration	Dollie Burroughs Gilda Suiter	6334 / 5122 dburroughs@nccu.edu 6334 / 5122 gsuiter@nccu.edu	Bridget Barnes
HR Reception Desk Coordinator (Scheduling, Complaints, Questions)	HR Administration	Bridget Barnes	6164 / 6670 barnesb@nccu.edu	James Dockery
Policy Administration & Analysis	HR Administration	James Dockery	5214 / 6670 jcdockery@nccu.edu	Wendell Davis
Reduction-In-Force Priority Rehire	HR Administration	Robin Long	6047 / 6670 rlong11@nccu.edu	James Dockery
Calendar, Key Events (Website Calendar Postings)	HR Communications	Maria Roper	5267 / 6670 mroper@nccu.edu	James Dockery
HR Annual Report	HR Communications	Maria Roper	5267 / 6670 mroper@nccu.edu	James Dockery
HR Forms Management (Layout/Design, Modifications, Website Posting, Notifications)	HR Communications	Maria Roper	5267 / 6670 mroper@nccu.edu	James Dockery
HR Student Intern	HR Communications	Maria Roper	5267 / 6670 mroper@nccu.edu	James Dockery

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
Program Manager				
HR University Communications (Campus, Intradepartmental, HR Liaison Bulletins, PR Requests)	HR Communications	Maria Roper	5267 / 6670 mroper@nccu.edu	James Dockery
Human Resources Liaisons Program Network (Administrator)	HR Communications	Maria Roper	5267 / 6670 mroper@nccu.edu	James Dockery
ITS HR Web Liaison (Website, Doc Library Administration)	HR Communications	Maria Roper	5267 / 6670 mroper@nccu.edu	James Dockery
Organizational Chart, HR	HR Communications	Maria Roper	5267 / 6670 mroper@nccu.edu	James Dockery
Policies and Procedures, HR (Document Management, Approvals, Notifications, Website Postings)	HR Communications	Maria Roper	5267 / 6670 mroper@nccu.edu	James Dockery
Website, Human Resources (Development, Maintenance, Postings)	HR Communications	Maria Roper	5267 / 6670 mroper@nccu.edu	James Dockery
Address Change, Banner	Salary Administration	Edith Thompson (EPA) Herbert Griffin (SPA)	7641 / 6085 ethompso@nccu.edu 5434 / 6085 griffinh@nccu.edu	Connie Boone
Banner ID Numbers (SPA)	Salary Administration	Herbert Griffin	5434 / 6085 griffinh@nccu.edu	Connie Boone
Banner, HR (EPA) (Data Input, Data Administration)	Salary Administration	Edith Thompson	7641 / 6085 ethompson@nccu.edu	Connie Boone
Banner, HR (Students and SPA)	Salary Administration	Herbert Griffin	5434 / 6085 griffinh@nccu.edu	Connie Boone

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
(Data Input, Data Administration)				
Employee Records Management	Salary Administration	Edith Thompson (EPA) Herbert Griffin (SPA)	7641 / 6085 ethompso@nccu.edu 5434 / 6085 griffinh@nccu.edu	Connie Boone
Employment Verifications (SPA and EPA)	Salary Administration	Herbert Griffin	5434 / 6085 griffinh@nccu.edu	Connie Boone
Monthly Leave Entry Routing Queue (PTRUSER AND GOAEACC)	Salary Administration	Herbert Griffin	5434 / 6085 griffinh@nccu.edu	Connie Boone
Banner ID Numbers (EPA)	Talent Management and Organizational Development	Lora Bynum	7674 / 5122 lbynum@nccu.edu	Norma Petway
Competency Assessments	Talent Management and Organizational Development	Lora Bynum Maria Torain Byrd	7674 / 5122 lbynum@nccu.edu 7136 / 5122 mbyrd00@nccu.edu	Norma Petway
Credential Verification	Talent Management and Organizational Development	Lora Bynum Maria Torain Byrd	7674 / 5122 lbynum@nccu.edu 7136 / 5122 mbyrd00@nccu.edu	Norma Petway
Criminal Background Checks	Talent Management and Organizational Development	Lora Bynum Maria Torain Byrd	7674 / 5122 lbynum@nccu.edu 7136 / 5122 mbyrd00@nccu.edu	Norma Petway
Employment Forms (EPA) (Processing & Administration)	Talent Management	Lora Bynum	7674 / 5122 lbynum@nccu.edu	Norma Petway

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	and Organizational Development	Maria Torain Byrd	7136 / 5122 mbyrd00@nccu.edu	
EPA Hiring Approval Process	Talent Management and Organizational Development	Lora Bynum	7674 / 5122 lbynum@nccu.edu	Norma Petway
External Recruitment Advertising	Talent Management and Organizational Development	Lora Bynum Maria Torain Byrd	7674 / 5122 lbynum@nccu.edu 7136 / 5122 mbyrd00@nccu.edu	Norma Petway
Faculty Hiring Administration	Talent Management and Organizational Development	Lora Bynum	7674 / 5122 lbynum@nccu.edu	Norma Petway
I-9 Verification	Talent Management and Organizational Development	Lora Bynum Maria Torain Byrd	7674 / 5122 lbynum@nccu.edu 7136 / 5122 mbyrd00@nccu.edu	Norma Petway
Job Offer Letters & Offer Acceptance	Talent Management and Organizational Development	Lora Bynum Maria Torain Byrd	7674 / 5122 lbynum@nccu.edu 7136 / 5122 mbyrd00@nccu.edu	Norma Petway
Job Postings	Talent Management and Organizational Development	Lora Bynum Maria Torain Byrd	7674 / 5122 lbynum@nccu.edu 7136 / 5122 mbyrd00@nccu.edu	Norma Petway

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Organizational Development	Talent Management and Organizational Development	Norma Petway	6435 / 6960 npetway@nccu.edu	James Dockery
Orientation, New Employee (Process, Schedule, Presentations)	Talent Management and Organizational	Norma Petway	6435 / 6960 npetway@nccu.edu	Norma Petway
People Admin (EPA and SPA) (Development and Implementation)	Talent Management and Organizational Development	James Dockery Robin Long Norma Petway	5214 / 6670 npetway@nccu.edu 6047 / 6670 mbyrd00@nccu.edu 6435 / 6960 lbynum@nccu.edu	James Dockery James Dockery Norma Petway
People Admin (EPA and SPA) (Training)	Talent Management and Organizational Development	Lora Bynum Maria Byrd	7674 / 5122 lbynum@nccu.edu 7136 / 5122 mbyrd00@nccu.edu	Norma Petway
Probationary Evaluations (SPA)	Talent Management and Organizational Development	Lora Bynum Maria Torain Byrd	7674 / 5122 lbynum@nccu.edu 7136 / 5122 mbyrd00@nccu.edu	Norma Petway
Professional Development & Certification Programs	Talent Management and Organizational Development	Earlinda Elder-Albritton Tammy Jones Norma Petway	6768 / 6960 eelderal@nccu.edu 5148 / 6960 tjone198@nccu.edu 6435 / 6960 npetway@nccu.edu	Norma Petway Norma Petway James Dockery
QSI Awards and Recognition	Talent Management and Organizational Development	Norma Petway	6435 / 6960 npetway@nccu.edu	James Dockery

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
QSI Enrollment & Registration	Talent Management and Organizational Development	Earlinda Elder-Albritton Tammy Jones	6768 / 6960 eelderal@nccu.edu 5148 / 6960 tjone198@nccu.edu	Norma Petway
QSI Evaluation	Talent Management and Organizational Development	Norma Petway	6435 / 6960 npetway@nccu.edu	James Dockery
QSI Listens	Talent Management and Organizational Development	Norma Petway	6435 / 6960 npetway@nccu.edu	James Dockery
QSI Training	Talent Management and Organizational Development	Earlinda Elder-Albritton Tammy Jones Norma Petway	6768 / 6960 eelderal@nccu.edu 5148 / 6960 tjone198@nccu.edu 6435 / 6960 npetway@nccu.edu	Norma Petway Norma Petway James Dockery
QSI Website	Talent Management and Organizational Development	Tammy Jones	5148 / 6920 tjone198@nccu.edu	Norma Petway
Recruitment	Talent Management and Organizational Development	Lora Bynum Maria Torain Byrd	7674 / 5122 lbynum@nccu.edu 7136 / 5122 mbyrd00@nccu.edu	Norma Petway
SPA Hiring Approval Process	Talent Management and Organizational	Lora Bynum Maria Torain Byrd	7674 / 5122 lbynum@nccu.edu	Norma Petway

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
	Development		7136 / 5122 mbyrd00@nccu.edu	
SPA Temporary Hiring	Talent Management and Organizational Development	Lora Bynum Maria Torain Byrd	7674 / 5122 lbynum@nccu.edu 7136 / 5122 mbyrd00@nccu.edu	Norma Petway
Staff, Supervisory & Management Training	Talent Management and Organizational Development	Norma Petway	6435 / 6960 npetway@nccu.edu	James Dockery
Training Room Schedule; Training Classroom Mgmt.	Talent Management and Organizational Development	Earlinda Elder-Albritton Tammy Jones Norma Petway	6768 / 6960 eelderal@nccu.edu 5148 / 6960 tjone198@nccu.edu 6435 / 6960 npetway@nccu.edu	Norma Petway Norma Petway James Dockery