

August 2004

Human and Quality Resources Report

Networking Instructor. We are still diligently working to fill this position. It has been difficult to find a qualified candidate willing to work half-time. In addition to our usual advertising recruitment, we have enlisted the assistance of an employment agency and we are working closely with our personal contacts in the field. The hiring of a new teacher has implications well into the future; even as the start of the new school year approaches, so we must be very selective in our search.

Payroll. The administrative assistant normally responsible for payroll is out on FMLA leave. CHQR has been responsible for payroll since the beginning of July. The hope is that this will create an opportunity to make some improvements and streamline the process.

ISO. ECTS staff will begin internal audits in September this year. Auditors from SRI will begin the external audit in October and complete it in May of 2005. Beginning in 2006, the entire audit will be done in October. Currently, much of the data required for analysis is not compiled until after the May audit. This continuous improvement in the audit schedule will enable SRI to see a full year of data collection which will enable them to more fully aid us in our continuous improvement efforts.

New Instructors. We are excited to start of the school year with two new instructors: Andrea Lucarotti in Cosmetology and Donna Erdman in Child Care. They have been in often this summer to get things ready and are excited to begin the school year.