

January 2005

Human and Quality Resources Report

ISO. Training on the new style of auditing began December 15, 2004. The first round of audits is underway. We will hold monthly sessions to work through any issues anyone may have. This year each team will be responsible for 3 process audits that they will complete from January to March. Last year audits were divided into two sections and it aided in the timely completion of the process.

Payroll. After completing a trial run of W-2's we are nearly ready for the final run. Prosoft has had some issues with the software and there may be a problem with three of the W-2's. We are working closely with them to resolve the situation.

Column Advancement. Mr. Fred Brockman and Mrs. Janet Grossman have completed the requirements for column advancement from column "C" to column "D". In addition, Mr. Brockman has completed his Vocational II certificate. A motion is on the agenda for the salary increase that accompanies the accomplishments of these two instructors.

Holidays. Once again we collected donations to help our less fortunate students. Staff and faculty were able to make a donation. The proceeds went toward gift cards to help make students holidays a little brighter. Many Staff members choose to sponsor a student in lieu of exchanging gifts with one another. We collected quite a bit more money this year than we did last year and were able to sponsor more students at a higher amount than last year.

Recruiting. There has been activity in this area. A motion is on the agenda to approve Mariea Sargent as a long-term sub for the Drafting and Design lab in the absence of Paul Brenneman during his sabbatical. In addition, we are recruiting for a Cafeteria Manager as Agnes Cermak is retiring effective March 31, 2005

