

August 2005

Human and Quality Resources Report

ISO. SRI is scheduled to be here to perform an audit on our system October 10-12. At this time, all but few of the Key Indicators of Performance Success have been updated. The data for the remaining indicators is being compiled. We continue to work on improvements to the quality system. In addition, research has been done on process mapping training. The goal of the training would be to educate the administrative staff on the value of process mapping. Additionally they will learn how to complete the sub processes under their responsibility.

Payroll. The payroll transition is complete. Three payroll cycles have been completed with the new system. Benefit tracking will be activated after the year has begun. It will require some communication to staff since for purposes consistency, it was necessary to convert all figures to hours instead of days.

Recruiting. Currently ECTS continues to recruit for a RCTC secretary. This opening was created when Patricia Hodas, requested consideration for the position of Alternative Education secretary. With her impending transfer, a vacancy will be created in RCTC. Mary Ellen Camp has been involved in the search and at this time, the candidates are being narrowed down in order to find a good fit for the position.

Networking Instructor. ECTS is excited to welcome Phylis Zimmerman to our staff as our new Networking Instructor. She was approved at last month's board meeting and this month we are asking for approval for 3 days for her induction program. She brings a high level of energy and experience and we are hopeful that she will assist in the strengthening of our Networking Program.

Staff Development. A technology survey is being compiled to administer to the faculty and staff so we can determine the level and type of training that is needed. This will help structure the training to assist our faculty and staff with technology in their respective areas of responsibility.