

February 2006

Human and Quality Resources Report

ISO. Internal audits started this month. They will continue until the end of April. We will meet monthly to check on progress until they are all complete. There were some changes made to the teams due to the impending departure of Jerry Baker.

Payroll. Things are running smoothly and seem to be on the right track with ECCA.

Recruiting. The recruitment process has begun to fill the Information and Technology Manager position. There have been quite a few resumes submitted and the interview process has begun. The usual process of screening interview and then a larger more in-depth interview will be used. With the resignation of Angelica Towne last month we are recommending Cheryl Cross for employment this month. Cheryl has been a sub with us for quite a while.

Staff Development. This month process mapping training was conducted for the Administrative team by a professor at Behrend. This training will familiarize the administrative team with process mapping and then the next level will be to identify process in area that it would be useful to map.

In addition, staff training on technology will continue with the next round including secretaries.

Personnel. Last but certainly not least, Jerry Baker, Information and Technology Manager is leaving ECTS for another opportunity. It has been a pleasure to work with Jerry and he will be missed. We are sorry to see him go but wish him all the best in his new endeavor.

