

January 2006

Human and Quality Resources Report

ISO. Internal audits will begin in February and continue until the end of the year. We continue to have a large group of trained auditors that makes the process much easier. A training session will be held to kick the auditing off. Each month a short meeting will be held to check progress. This will be the second year using the process-auditing format. The results from last years audits were very good and the new format should continue to prove to be productive.

Payroll. W-2's are completed and issued to employees. The process was much smoother than last year with Pro-Soft. ECCA has helped streamlining and making processes more efficient for both the Business Manager and Coordinator of Human and Quality Resources.

Recruiting. Finding substitute instructors continues to be a challenge. This month there are names to add to the list and we continuing to look for qualified substitute instructors.

Staff Development. The first round of training was completed in October with instructional staff. The process has begun developing training for secretarial staff. These sessions will be focused on skills that will aid them in their daily tasks.

Sexual Harassment Training. Training was completed on November 1, 2005. This was mandatory training conducted for all employees.

Personnel. Helen Rock, food service aide has submitted her desire to retire as of April 18, 2006. (see board motion) In addition, a motion is presented for a disability leave for Paul Brenneman, Drafting and Design Instructor.