

May 2006

Human and Quality Resources Report

ISO. Internal audits are complete and the process went quite smoothly. The audits have resulted in some suggestions to improve processes. The suggestions are to be reviewed during management review this summer. The creation of the supplier management system is complete and data is now being collected. This will satisfy the non-conformance from SRI. This will be completed yearly and any unsatisfactory supplier performance will be addressed.

Recruiting. Recruitment has begun for a long-term substitute for the Health Assistant lab. This may be a challenging prospect due to the short-term commitment and the already challenging demands in the medical field. In addition, with the retirement of Helen Rock, the cafeteria aide position will need to be addressed for the fall.

Staff Development. The first session of process mapping was completed on May 9th. Mike Lobaugh assisted the administrative team in mapping the process of adding a new program. It was a helpful process, the mapping was complete for this process, and the team learned one way to accomplish mapping processes. Next decisions will have to be made on what processes to accomplish next.

Some members of the administrative staff will be attending training in Grove City for Supervisory Training on June 23rd. This will help each administrator in their own area of as well as assist in all administrators being on the same page as they work with employees.

Summer Projects. Projects are in the process of being identified to undertake this summer. They will probably include purging old files and merging others.