

RCTC Report

November 2005

RCTC

Classes. Term II is about half-way completed. Everything appears to be running smoothly after some minor adjustments in time and classroom scheduling. We are operating 20 different classes this term in addition to the monthly PA State Inspection course.

Student evaluations. The student evaluations for Term I have been reviewed. The majority of students are very satisfied with their training and all our instructors received positive evaluations. There were a few comments about materials and supplies being unavailable, broken, or in need of update. We take these comments seriously and continue to make needed improvements to our programs.

We received an email from a student who attended medical terminology and transcription classes last year. She is now employed fulltime as an acute care medical transcriptionist and wanted to thank the instructors and the school for her success.

Secretary position. We hired two part-time secretaries who began on October 31st. One resigned after the first week to accept fulltime employment elsewhere. . We are accepting resumes for the vacancy and hope to have a candidate by the next Board meeting. The other new secretary, Susan Tatalone, has been with us for three weeks now and is doing an excellent job.

NEW CHOICES/NEW OPTIONS

NC/NO class. We completed another NC/NO program on November 18th. One of our participants was a Katrina evacuee from New Orleans. Although she wants to return home, she has no house and no job to go back to. She hopes to find work and stay in this area for up to five years.

We received ten Thanksgiving baskets from Catholic Charities which we distributed to clients today.

Next Program is scheduled to begin December 5th.