

September 2005

Human and Quality Resources Report

ISO. SRI is scheduled to be here to perform an audit on our system October 10-12. The system seems to be in order and ready for our audit. This will be a re-registration audit and will be more in-depth than the last audit. The schedule has not been sent from SRI to schedule which processes will be audited when but it is expected soon.

Payroll. The payroll transition is complete. There are still some reports that need to be finalized with ECCA. These are in the works but have been more tedious than expected.

Recruiting. There is much work to be accomplished in this area. Currently recruiting has begun for welding and machining instructors for RCTC. In addition, custodial applicants are needed for subs as we continue to have employees out on leave.

Staff Development. Faculty and staff are completing a technology survey so that the level and type of training needed can be determined. Training is scheduled to begin in October depending on when the results are received from IUP. The survey is a self-assessment checklist completed on the internet. Upon completion, IUP will send us the data to help determine the actual content of the training. Training will be constructed based on the employees need for their job and current proficiency.

Sexual Harassment Training. Training is scheduled for November 1, 2005. This will be mandatory training conducted for all employees. This is training we will be revisiting on a yearly basis.