

August 2006

Human and Quality Resources Report

ISO. The ISO audit is scheduled to be completed by SRI on September 25th and 26th. Steve Pettyjohn, from SRI will again be here to perform the audit. The two minor non-conformances have been addressed and they will be reviewed at the audit.

Recruiting. ECTS is in receipt of Richard Blore's letter of retirement. The motion to accept his retirement is on the agenda. This will leave a vacancy for the Instructor for the Tool and Die program. At this time, applications are being accepting but the process will not be complete prior to the school year starting. This will require a sub to begin the year while the interview process concludes. A furloughed instructor has not contacted us yet to discuss the position. It may be necessary to hire a substitute instructor until an instructor is in place. A substitute that has subbed in the past has been contacted to discuss his interest and he is willing to sub in the program until an instructor has been hired. A motion is on the agenda for approval.

Staff Development. Included again this month is a new faculty assessment that administration would like to submit to PDE to use as an alternative to their rating form. A motion is on the agenda to approve the document this month. This document was included on July's agenda. Subsequent to board approval, the assessment form will be sent to PDE and take about 60 days to be approved by them.

Payroll. Reconciling benefit time has been completed with all but the professional staff. This will be completed after all the verifications form staff members have been received. The new balances for 2006-2007 will be added on the first pay of the school year in September.