

December 2006

Human and Quality Resources Report

ISO. The collection of customer feedback from our students will begin in January. The process will be slightly different from last year. The hope is that the changes will facilitate a more efficient process. Internal audit meetings are scheduled to begin after the first of the year.

Recruiting. Last month two new custodial substitutes were hired. At this point, there should be enough resources to draw on in the event of sickness or vacation. For quite a while, that was not the case and it was difficult to complete the workload. At this time, there are no positions open and recruiting is not going on.

Staff Development. Seven staff members attended the required safety committee meeting training. The training was conducted through a Webinar and held at ECTS. This training provided basic information regarding the productive use of a safety committee.

Payroll. ECCA has generated passwords for the new on line payroll system. There has been testing of the processes by administrative staff. As feedback is received it will be decided how to roll out the program to the rest of the staff. A payroll audit is being conducted to ensure that all employee information is correct. A master file print out has been distributed to each employee for verification that the most current information is on file. It is essential to have accurate information prior to issuance of this year's W-2 forms.