

July 2006

Human and Quality Resources Report

ISO. The audit to be completed by SRI is scheduled for two days in October. We have completed the supplier performance survey. This was one of the corrective actions from the last audit, so this issue is now rectified. This process will enable yearly evaluation of the suppliers used and facilitate any corrective action needed as well as determine suppliers that should no longer be used.

Recruiting. We have successfully recruited a long-term substitute for the Health Assistant lab. The interview process is complete and there is a recommendation on the agenda for an instructor. The process went quite well and included the current instructor, Sherry States, who is taking a sabbatical next year. In addition, administration is recommending that Kimberly Haupt, who served as a substitute aide for the balance of the year in the cafeteria, be hired to take the place of Helen Rock who retired last year.

Staff Development. Included this month is a new faculty assessment that administration would like to submit to PDE to use as an alternative to their rating form. In the packet with the assessment, you will find the requirements from PDE including objectives and the process of development of the instrument including the elicitation of input from staff. This instrument needs to be approved by the board and then will be forwarded it to PDE. This month it is recommended that the board review it in order to take action and approve it at the August board meeting. Subsequent to board approval, it will be sent to PDE and take about 60 days to be approved by them.

Payroll. The process of reconciling benefit hours continues and will be distributed to staff by August 1, 2006. Individuals will verify their totals on their pay stub and the new totals will be added next pay.