

November 2006

Human and Quality Resources Report

ISO. Internal audits will begin after the first of the year. The group will get together in January to put the schedule together. This process was used last year and it seemed to aid in the timely completion of internal audits. A suggestion from one of the audits was to give feedback to all auditors regarding the status of the audits. This process will be used again this year upon the conclusion of audits.

Recruiting. Robert Supyrnowicz, hired at last month's board meeting, has had three weeks in the lab. Administration and his mentor are working closely to aid in his transition. Administration will also be working with him to make sure that he has the information he needs to function at ECTS. Since he was not hired in time to attend a two-day induction, we want to ensure as smooth a transition as possible.

Staff Development. The observation form and assessment form is in place and is being utilized. It is the hope that at the end of the year the assessment results will assist in the establishment of staff development programs based on the needs of the staff determined by the instrument.

PDE Reports. The PDE personnel reports are complete (ESPP and SupPer) and have been accepted by PDE as of 10/24/2006 and 10/30/2006.

Payroll. The process of on line access to payroll information for employees continues to be explored. We are working with the software company as there have been changes made to the software with employee passwords etc. ECTS is waiting for a response regarding the new procedures and at that point, the program will begin.