

October 2006

Human and Quality Resources Report

ISO. The ISO audit was on September 25th and 27th. The auditor was pleased the system and its functioning and there were zero non-conformances. The auditor was able to take part in the PDE accreditation audit and spoke the auditors about the system and how it aides in the continual improvement of the school.

Recruiting. In light of Richard Blore's retirement, recruiting continues for a Tool and Die instructor. Interviewing continues and the hope is to present a candidate at the meeting this month. There have been a few candidates talked to who have experience in both Tool and Die and Plastics. This will enable one full time person hired to cover both labs. Currently, we have a plan for substitutes until the right candidate is hired.

Staff Development. The observation form and assessment form is in place and has been utilized.

ESPP Report. The PDE personnel report is complete. It was submitted for approval to PDE. Part of the report without the identifying information is attached in supplemental information section

Payroll. The process of on line access to payroll information for employees continues to be explored. A timeline will be established and there may have to be training to aid employees in the use of the tools. As mentioned last month this will enable employees to access their current pay stubs and prior pay stubs on line. In addition, they would be able to view their W-4 deductions, as well as any other deductions or direct deposits they may have. This will be a nice benefit for employees for various reasons including loan approval etc.