

September 2006

Human and Quality Resources Report

ISO. The ISO audit is scheduled to be completed by SRI on September 25th and 27th. This is a change from the originally scheduled September 25th and 26th. Steve Pettyjohn, from SRI will again be here to perform the audit.

Recruiting. In light of Richard Blore's retirement, recruiting continues for a Tool and Die instructor. At this time, the furloughed instructor has been notified and has not contacted us. The time he had to respond has expired. A long-term substitute is currently in place and will hopefully stay until the position is filled. In addition, we are in receipt of the resignation of Frank Paparelli, Plastics instructor, and recruiting has begun for this position as well. Frank has agreed to stay and work through the first semester as we recruit for the position. The RCTC secretary, Susan Tatalone, has resigned and on the agenda is a motion to hire a new secretary, Donna Ralston-Smolko. In addition, there is a motion for a substitute custodian.

Staff Development. Last month the JOC approved the new faculty assessment and it was submitted to PDE after the JOC approval. ECTS is in receipt of approval from PDE to use the instrument in place of the PDE required form. The letter of approval from PDE is attached in the correspondence section. This will enable the principal to begin his observations and use this form even sooner than anticipated.

Payroll. The process of on line access to payroll information for employees is being explored. 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, any other deductions or direct deposits they may have. This will be a nice benefit for employees for various reasons including loan approval etc. to have personal access to their information.