

April 2008

Human and Quality Resources Report

ISO.

ISO audits were all completed on time by the end of March. Three new auditors were trained and very involved in the process. The audits are in the process of being reviewed. Suggestions for improvement will be documented and investigated.

Staff Development.

Technology training will be developed with the IT department. Continued training will occur within the maintenance department. In addition, John Hansen and Natalie Fatica will be looking at the assessment tool to use as assistance in development of faculty training and in-service for the 2008-2009.

Recruiting.

Training for Robert Winslow, C-2 custodial sub was conducted so that he will be available as he is needed. At this time ECTS has two custodial subs, one of which is a student in one of our labs. These subs will be helpful as vacation season starts. In addition, recruiting/interviewing has begun for an S-3, secretarial position for support in the RCTC office. There has been a large increase in traffic due to fingerprinting especially due to the new DPW regulations for adoption and foster care.

Payroll.

No issues or changes with payroll at this time.

PIMS.

The second round of PIMS staff reports are complete and submitted. There is no accuracy statement required for this round. Changes continue to be made to the PIMS process and there is one more submission required for this year.