

December 2007

Human and Quality Resources Report

ISO. Susan Tatalone, Pam Lasher, and Natalie Fatica will be attending training on internal auditing on December 19, 2007 at IU in Clarion. The training is from 8:00-5:00 and hopefully will assist in improving our audit process. The training will focus on process auditing.

The internal audit kick-off will occur after the training in January. Those attending the training will bring back any information they receive to integrate it into our internal auditing process.

Staff Development. Technology training has been scheduled for the maintenance and custodial staff. There will be sessions for each shift so that all shifts are able to participate in the training. The first sessions will concentrate on the use of email and basics. Meetings continue with other supervisors to establish priorities and decide the focus of the training for each group.

Recruiting. At this time, there are no open positions posted. Currently, DeVona Henderson, the new hire in RCTC is working out quite well. RCTC instructors continue to be interviewed to expand our pool of qualified instructors as always.

Payroll. W-2 information has been sent to ECCA and should result in having W-2's early in January. Our December 21, 2007 payroll will be the last for 2007.

PIMS. PDE has changed the format of the reports that are submitted for staff, originally these reports were due in December but the time frame has been changed. At this point there has not been a deadline for the staff information as PDE is concentrating on the information for students. We are proactively working on the spreadsheet which will be needed eventually.