

July 2007

Human and Quality Resources Report

ISO. KIPS measurement will be presented and discussed at the Administrative Retreat. This will include plans for improvement based on data collected in each area. Additionally, a team of administrators continues to look at the use of a data management system to aid in the collection, storage, and retrieval of data.

Staff Development. An agenda for the faculty in-service, which will be held on August 27, and 28, 2007, is currently being developed. It will include various topics including training on the new phone system, updates on SchoolDESX, and other topics, which are currently being researched. This is a good time to review previous topics as well as to introduce new areas such as the phone system.

Recruiting. Due to the acceptance of the resignation of Paul Brenneman, DDE Instructor there is a vacancy for the Drafting and Design Instructor. The ECTS Administration will hopefully have a recommendation for the board meeting in July.

Manufacturer's Association. Natalie Fatica is working with the Manufacturer's Association to develop sessions for the in-service days in August. The topics will include a refresher on Sexual Harassment and Telephone Etiquette.

Payroll. In addition to normal payroll, it is time to work on sick, personal and vacation balances for employees. This is a process of verifying with the employee that the amount of time they have accrued in the payroll system matches with their records.