

March 2008

Human and Quality Resources Report

ISO.

ISO audits are in full swing and will be completed by the end of March. This year an additional team was added which reduced the number of audits for each team. Audit training was held for the new auditors on Monday March 3, 2008. Customer satisfaction data has been compiled by program and will be shared with instructors at a faculty meeting.

Staff Development.

A past faculty and staff technology self assessment has been looked at to see if it can be used to develop appropriate training. The hope is to put together a plan to increase the use of technology to assist faculty and staff with their duties.

Recruiting.

Emelia Matthers, C-2 custodian started March 10th, 2008. Training was conducted during her first week of employment by rotating with the current staff. Things have gone well with her training and she is now on her own with her own area that she is responsible. In addition, training will be planned for the substitute that was hired last month as well.

Payroll. No issues or changes with payroll at this time.

PIMS. In addition to a change in format for its reporting PDE has also changed the frequency of submission of the reports. Three staff reports are to be submitted 3 times per year. The second round is due in March. The reports have been submitted but the process cannot be completed until the Accuracy Statements become available. These are not yet able to be accessed for this reporting period. As soon as they become available, the second round will be completed.