

November 2007

Human and Quality Resources Report

ISO. Attached is the ISO audit report from SRI which was summarized in last month's report. All in all it was a positive review.

Susan Tatalone, Pam Lasher, and Natalie Fatica will be attending training on internal auditing on December 19, 2007 at Venango Technology Center. The training is being paid for by Penn State initiatives with only travel costs incurred by the school. Although our internal audit system was one of the strengths of our system the training will assist with sharing best practices with other schools attending in addition to tips from a different perspective will be presented since SRI will not be conducting the training.

Finally, discussion has started with internal auditors to prepare the plan for our audits this year.

Staff Development. Work continues with individual supervisors occurs to plan the implementation of staff development in each area. In addition, training in the technology area is being discussed with the technology supervisor.

Recruiting. The change in status of Susan Tatalone has occurred and DeVona Henderson has started in her position. DeVona is getting up to speed with her duties in RCTC. This arrangement seems to be working out well and serving the needs of each area.

Payroll. The process of verifying information in order to produce W-2's is complete and they should be available at the appropriate time.

PIMS. PDE has changed the format of the reports that are submitted for staff. Natalie Fatica and Jeff Smith have attended webinars to help facilitate the transition. Much effort is needed to understand the PDE expectation of the changes.