

March 2009

Human and Quality Resources Report

ISO.

Results from customer satisfaction surveys have been compiled for each lab and will be distributed at the faculty meeting on March 19, 2009. After the faculty has had time to review the results a short meeting will be set up with small groups to review and put an action plan in place.

Internal audits have begun. At this point one audit is complete and submitted. The other audit teams have been working on their audits and all are scheduled to be complete by March 31, 2009.

Staff Development.

The second session of technology training took place on February 27, 2009. The next session is scheduled to take place on March 27, 2009. Pat Mayer will continue to conduct this training and the hope is to continue the sessions as needed to increase knowledge and productive use of software by the staff.

Recruiting.

Two new RCTC instructors have been added to the list this month to teach Dream weaver and Welding in term IV. (See the motion) In addition, there is a motion to add three substitute instructors to our list. These new substitutes are needed because of the combination unavailability of other substitutes on the list and the issues presenting in the building at this time.

Job Descriptions.

The contract requires review of job descriptions. The job descriptions will be reviewed with supervisors and employees to ensure the accuracy. Changes will be made as necessary to make sure they reflect the current responsibilities of the positions.