

December 2009

Human and Quality Resources Report

ISO.

Internal auditing will begin in January. At that time, a timeline will be established for the completion of the audits. In addition, a schedule is being developed for the customer satisfaction surveys that are done each year with students. As in the past, the Principal and the Coordinator of Human Resources will conduct the surveys in each lab with the students.

Staff Development.

The classified technology training began on December 4, 2009. A short review was conducted and then monthly sessions are planned to continue the learning for the staff. In addition a third session was added for review on Outlook for the Maintenance staff.

PIMS.

PIMS is gearing up for the next submission. Preparations are being made to the documents that will need uploaded.

Negotiations.

Data was compiled based on feedback collected from each supervisor. The data was submitted to the Director for his review.