

December 2010

Human and Quality Resources Report

ISO.

Preparations for the completion of customer satisfaction surveys are being made. All students are surveyed once per year and the information is compiled and shared with instructors to assist in continual improvement. In addition, internal audits will begin with a due date agreed upon by the auditors usually sometime in March.

Staffing.

Two student aides are continuing to sub for the student aide on uncompensated leave. One is present in the am and one is here in the pm. At this point, a long term decision has still not been made.

Recruiting has continued for a High School Secretary and Administrative staff is working on identifying the specifics regarding the position including time, duties and hours as candidates are interviewed and skills are evaluated.

Staff Development.

The Professional Development Team continues to meet and is in the process of scheduling some voluntary sessions the first being how to retrieve and log Act 48 hours.

Reports.

Winter submission for PIMS is in January so reports must be updated and completed prior to the submission.