

December 2011

Human and Quality Resources Report

ISO.

Internal audit preparation continues. It will start with some refresher training that is done every year. Plans are being made to complete the customer satisfaction surveys when we return from Christmas break.

Staffing.

Secretaries

Interviewing has begun for the secretary vacancies. Currently, there are 2 temps covering 2 of the positions. The CAEP secretary will return to cover for the third position until she is out on leave again in January. This will assist in coverage while interviewing takes place for the positions. Tiffany Neely has transferred to the S-3 secretary position approved last month. The plan presented last month is still in process of being implemented. In addition, the 2 Technology Technician substitutes have found other employment so we are continuing to try to address this situation.

Custodial

The custodian requesting uncompensated leave last month continues to be on leave and hopes to return after Christmas break. Our seasonal help employee continues to fill in for his duties.

Act 24

The Knox law firm presented the new law to our staff. They were able to inform the staff of the changes and also answer any questions. The collection of the forms continues and they are due in the Business office before Christmas break.

Payroll.

The certificate of residency form was circulated and completed by most employees. At this point we are just working on collecting them from current RCTC employees. This process will be finalized before the end of the year and then implemented with all newly hired employees.