

February 2012

Human and Quality Resources Report

ISO.

Customer Satisfaction Surveys were completed this week. The results of the survey will be tallied and then shared with each instructor as is done every year.

Staffing.

Secretaries

Currently training is occurring for the two secretaries hired in January. One is in the high school office and the other in working in student services. There are two temporary secretaries from an agency filling the other positions, in addition to the temporary secretary filling in for the CAEP secretary.

Technology

Interviewing is being conducted for a Technology Technician and the hope is to have a candidate for the February board meeting.

Food Service

The two food service aides have completed their 120 day probationary period. There is a motion on the agenda to recommend regular employment for them.

Payroll.

Payroll has been processed and is running smoothly after the changes made with residency codes. All new employees will be required to complete the certificate of residency form to verify their residency and ensure the taxes are allocated appropriately.