

January 2012

Human and Quality Resources Report

ISO.

Customer Satisfaction Surveys will be completed in February. Each student will get an opportunity to complete a survey in both sessions.

Staffing.

Secretaries

At this time, interviewing has been completed for 3 of the 4 for the secretarial vacancies. If the hours and position are acceptable to the candidates they will be presented to the board on this month's agenda. This is part of the implementation of the plan presented last month. Currently, there are 2 temps covering 2 of the positions. In addition, there is a temp covering for the CAEP secretary. The CAEP secretary is back out on leave for approximately 12 weeks. Tiffany Neely, S-3 secretary, has resigned and her request is on this month's agenda. In addition, the Technology Technician has resigned his position and will not return. His resignation is on this month's agenda as well and will create a vacancy for that position.

Custodial

The custodian requesting uncompensated leave last month returned to work after the holiday break.

Act 24

All forms were submitted and remain on file in the Business office.

Payroll.

W-2's were received and distributed with the first payroll of the year. All residency codes were updated in the payroll system to assist with the new process.