

June 2012

Human and Quality Resources Report

ISO.

ISO internal audits were completed in May and will be reviewed during Management review. Our external auditor is scheduled to return in October as they usually do.

Staffing.

Secretaries

A schedule has been developed for the summer to ensure coverage while vacations occur. One position remains open for RCTC and will be filled in August. In addition, the CAEP secretary should be back in August as well to resume her duties.

Aides

With the retirement of Ursula Olson-Gern the Supervisor of Instructional Support and Coordinator of Human Resources are working to establish the most productive way to fill the open position. Currently two part time subs are covering the work.

Resignations

Charles Ferris, Technology Technician and Elaine Cross have resigned their positions. The motions are on this month's board agenda.

Sabbatical

In addition to other personnel motions on the agenda there is a request for a medical sabbatical for Patty Palo.

Payroll.

Summer pay selections have been returned and the balance of pay will be paid to those who requested it. In addition, benefit time will be reconciled after June 30th to be presented to employees for sign off.