

March 2012

Human and Quality Resources Report

ISO.

Results of this year's survey continue to be tallied and then will be shared with each instructor as is done every year. The ISO audit kick-off was held this month. There are 4 teams that will conduct process audits focused on the sub-processes that have been identified in each Key Process area.

Staffing.

Secretaries

Training continues for the two secretaries hired in January. One secretary is located in the high school office and the other in student services. One of the two temporary secretaries is no longer at ECTS and interviewing is taking place for the position. The CAEP secretary will be out on leave longer than expected but that temporary secretary will continue to fill in for her until the end of June. It is expected that she will return in August prior to the 2012-2013 school year.

Technology

Training is currently being conducted for a Technology Technician who was presented and hired at the February JOC meeting. It is early in the transition

Payroll.

Payroll continues to run smoothly after the changes made with residency codes. There were a few minor bugs with the changes in the software that had to be worked out but they seem to be resolved. All new employees will be required to complete the certificate of residency form to verify their residency and ensure the taxes are allocated appropriately.