

August 2012

Human and Quality Resources Report

ISO.

Management Review will be held to review data required to meet the standard. SRI, our external registrar will be here in October as they are every year. An exact date has not been identified yet.

Staffing.

Staffing has been busy this summer with 6 positions to fill.

Secretaries

The hope is to have a recommendation for the board for the last secretary position in August. Candidates continue to be interviewed for the final position. All others are in place and have finished their probationary period. There is a motion for Heather Beck to be a permanent part-time employee on this month's board agenda.

Aides

With the retirement of Ursula Olson-Gern the Supervisor of Instructional Support and Coordinator of Human Resources worked together to fill the position. The current subs have agreed to take permanent part-time positions to fill the void. This motion is on the August agenda.

Business Manager

Interviews took place for the Business Manager position that will be vacant upon Paul's retirement. Thanks to Kim Smith, Business Manager at Iroquois, for assisting us with the process. Her involvement was greatly appreciated.

Custodian

Interviews are taking place for the 2 custodians that have resigned. There is one recommendation for employment on this month's agenda.

Payroll.

Benefit time has been reconciled and letters have been sent to all of the staff. Salary changes for instructors will be implemented in the first pay in September.