

December 2012

Human and Quality Resources Report

ISO.

SRI, our external registrar was here on November 5th and 6th and completed our audit. The audit concluded with no non-conformances. The audit report can be found in supplemental information.

Staffing.

Custodian

At this time there hasn't been a candidate identified for the Maintenance Mechanic and many candidates have interviewed. Candidates identified as qualified were unwilling to accept the position because it is a substitute position and there is no indication of how long the position will be. Extensive interviewing has taken place for the custodian that is on the agenda to be terminated. Two viable candidates have been found and their names are on the agenda for approval as well.

Retirement

Janet Grossman has submitted her retirement letter for approval. Plans for her replacement will need to begin. Interviewing will take place in the summer. In addition, there will probably be a few other retirements which will make additional positions to fill.

Facilities Manager

First interviews have taken place for the Facilities Manager and second interviews will be conducted with the hope to have a candidate to recommend to the board at the December meeting.

Payroll.

End of the year review is taking place to prepare for the W-2 process.

Adult Education.

Additional instructors were added and adult education is running smoothly

PIMS.

PIMs has been completed and submitted. The reports were approved and the ACS was signed and submitted as well.