

January 2013

## **Human and Quality Resources Report**

### **ISO.**

Internal audits will begin shortly and conclude at the end of March as they usually do. The parent satisfaction survey will be sent with this term's grades. In addition, the student satisfaction survey will be conducted with our current students. All the data collected is reviewed at the end of the year during Management Review.

### **Staffing.**

#### **Custodian**

Recruiting continues for the custodial position as a C-2, Tyler Hart has resigned. He obtained a full-time position. Training has been conducted for the two candidates that were approved on last month's agenda.

#### **Retirements**

Interviewing will take place in the summer for various instructor retirements that are anticipated.

#### **Facilities Manager**

Del Von Volkenburg will begin February 14, 2013. His start date overlaps with Steve's retirement date so that there will be training time. This will aid in a smooth transition and keep the transferring of job duties to a minimum.

#### **Student Aide-Transition Center**

Interviews have taken place for an additional aide at the Transition Center. The hope is to have a candidate to recommend at the January board meeting.

### **Payroll.**

End of the year review has been completed and W-2's will be distributed before the end of the month.

### **Adult Education.**

Additional instructors are on this month's agenda. This will enable us to run additional classes that had large enrollments. Term III will begin on January 22, 2013.