
Human and Quality Resources Report

June 2013

ISO.

Information was reviewed and compiled for administrative the retreat. The requirements for management review were also met with the items covered at the administrative retreat. These include review of the quality policy, external audit results, internal audit results and corrective action review. As a result of the retreat action items were developed which included the review of the administration of the student satisfaction surveys.

Staffing.

Seasonal Help- Custodial

Seasonal help have started and are working to complete necessary grounds keeping as well as assisting with summer cleaning.

Season Help- Technology

Seasonal help have started to assist with the summer projects and rotation of computers.

Professional

Second interviews were conducted for an Electrical Engineering Instructor and there is a recommendation for a selected candidate on the agenda. In addition, first and second interviews were conducted for the Career Planning Coordinator. In each case the candidates had to present a lesson to the team participating in the selection for each position.

Payroll.

Considerable preparation goes into the last payroll of the year. About half of the professional unit takes their pay in a lump sum. In addition, sick day balances must be calculated and then sent to employees for verification.

Adult Education.

Term V will come to a close. Preparations will be made in July for the start of the year in September. There are no late hours in July.