

October 2012

Human and Quality Resources Report

ISO.

SRI, our external registrar will be here in November 5th and 6th. Steve Pettyjohn will be the auditor here to conduct the audit in 1.5 man days.

Staffing.

Secretaries

Secretarial training continues and at this point some cross training has occurred to cover in each other absences.

Business Manager

Marcia Jones the new Business Manager began on October 4, 2012. The Administrative Assistant in the business office was out for two weeks and coverage was maintained in her absence.

Custodian

The process of looking for substitutes for both the Maintenance Mechanic and Custodians continues. Interviewing has taken place but a viable candidate hasn't presented as of yet.

Technology Technician

Taylor Goodwill started on October 8th and is in training at this point. Training will continue on help desk and other issues throughout the building for the next few months.

Food Service.

All students must be fingerprinted for the cafeteria Point of Sale system. The process began in mid September and was completed except a few students who were absent. This makes the lunch process go much smoother and faster. The Cafeteria Aides assisted with the completion of the process.

Payroll.

Payroll is running smoothly and reports are completed and working well.

Adult Education.

Additional instructors are being identified and interviewed to add to the rosters for adult education. A motion will be included in the October agenda to add the instructors.

PIMS.

Data is being collected for PIMS. Parts of the process have changed and updates are needed to the information on the spreadsheet to be uploaded to PDE.