
Human and Quality Resources Report November and December 2013

ISO.

The ISO recertification audit was conducted October 3rd-4th. Maria Kingston and Steve Pettyjohn from SRI conducted the audit. The results of the audit were favorable and no non-conformances were found. The report is on the agenda under supplemental information.

Staffing.

Seasonal Help- Custodial/Maintenance

A substitute Maintenance person was unable to be found so at this time RABE is doing some of the preventative maintenance. At this point, a posting for the M-2 position has been posted. There is no definitive return date for the current M-2 and with the possibility of the retirement of the M-3 it is felt that it is necessary to explore filling the position.

Professional

Interviews were conducted for the Electronics Instructor position and a candidate was chosen. His name is Marty Burnham and he is on the agenda for approval in December.

Substitutes-Kelly Services

Currently, there are 25 subs available to us from Kelly Services. Substitutes continue to be added so that the pool continues to be sufficient to fill the absences. There still has not been an instance where another instructor has had to be pulled from their duties to fill an absence. The process is running smoothly.

Adult Education.

Term II began October 28, 2013 and will end on December 13th, 2013. Registration for Term II will not begin until after the holidays. New instructors continue to be recruited so that if classes run there is an instructor available to teach.

Health Care.

Questions continue to arise regarding the new health care regulations. Additional employees may end up on our plan due to the requirements. The Classified Contract allows employees to purchase the medical plan for 50% of the premium. This may be better for them than joining the exchange and may result in additional lives on our plan.

PIMS.

The PIMS report has been completed and verified. Reports were approved and the ACS will be submitted.

PAYROLL.

Preparations for the end of the year payroll have been made. There are 2 more payrolls to process and then verification. At that point, W-2's will be issued and distributed.

CAREER STREET.

Various interviews were conducted for the Executive Director Contracted Services, including initial phone interviews and first screening interviews. In addition, much preparation went into the interview process, including interview questions and the assignment for the candidates to complete prior to the final interview. At this time, the final interview phase will be conducted on December 12th, 2013. The hope is to have a candidate to recommend to the Foundation board at the December 17th board meeting.

NEW INSTRUCTOR ORIENTATION.

Much time and energy went in to reorganizing the new instructor orientation this summer. Meetings have been conducted to check the progress of the additional supports in place including the observations of other classrooms and mentor observation. This process seems to have had a positive impact on the new instructors and has had positive feedback from the mentors.