
Human and Quality Resources Report

March 2014

ISO.

ISO internal audits continue to progress. The food service survey will be conducted at the end of March. The student satisfactions surveys were conducted and are in the process of being entered so the data can be analyzed. All the data from each of the surveys is reviewed at the end of the year management review.

Staffing.

Custodial/Maintenance

The new custodian has started and has been trained. The new employee had previous experience so this has been an easy transition.

Clerical

A recommendation will be made at the March board meeting to address the secretarial positions in both the high school office and the business office.

Adult Education.

Term IV began and registrations came close to 100 students, which is down from last year term IV. There is an additional instructor on this month's agenda for a Small Engine Course which hasn't run in a long time.

Benefits.

Additional information continues to be shared from BAI regarding the new health care laws and mandates from them. A meeting will be held with BAI to further clarify any changes that need to be made on our end. The dental and vision insurance has moved to BAI from the NORBET trust.

Payroll.

Preparations are being made to move to web based payroll which will hopefully make things run more smoothly. Currently, ECCA is working with ECTS to make sure things are set up correctly to streamline current processes to track payroll.