
Human and Quality Resources Report

September 2013

ISO.

The recertification ISO audit is scheduled for October 3rd-4th. Two auditors will conduct the 1.5 day audit. The quality manual has been reviewed as a requirement before the audit and the report concludes that our manual meets the requirements of the standard and is acceptable.

Staffing.

Seasonal Help- Custodial/Maintenance

Seasonal help are finished on September 30, 2013. Custodial staff is all back from leave and the department is fully staffed. Coverage is still being provided through various avenues for the Maintenance Mechanic that is out on leave. At this point there is not a projected return date for the employee.

Technology

Seasonal help are finished September 30, 2013. There is a motion on the agenda to hire a Technology Technician. The recommended candidate was one of the summer help and has had a chance to get some training and has an idea what the job will consist of.

Professional

The electronics instructor has resigned his position effective September 29, 2013. The hope is to have a recommendation for a long term sub for the September board meeting while we conduct a complete search. The vacancy has been posted and an ad has been placed.

Substitutes-Kelly Services

Staffing with Kelly Services for substitute instructors will begin September 23, 2013. At this point, they have given us a pool of 10 not including the 3 that were originally on our substitute list that have transitioned to Kelly Services. Additional candidates are going to continually be added and the system will be monitored and revised as needed.

Adult Education.

Training has been conducted for the 2 new supervisors and meetings are being held on a consistent basis to promote communication and make sure transitions between supervisors are smooth. Sadly, Dominic Bonitatibus, one of our long time evening instructors has passed away unexpectedly. He will be sorely missed.