
Human and Quality Resources Report

April 2015

ISO.

The ISO internal audits are in full swing. The audits are scheduled to finish May 8th. The internal audits will be reviewed as part of management review during the end of the year meeting.

STAFFING.

Technology

Season help candidates are being reviewed and there should be candidates on this month's agenda for approval by the Joint Operating Committee.

Maintenance

The new custodian started on April 13th and will be in training for the first week shadowing another custodian. There is one retirement in July and the process of filling that vacancy has begun. In addition, there may be one additional retirement but it is not for sure at this point. Seasonal help is also being recruited for landscaping and summer cleaning.

Mentoring

Mentoring for the new instructors is an ongoing process that will continue until the end of the year.

ADULT EDUCATION.

Term IV has concluded and registration for Term V has begun. Term V traditionally has low enrollment and it is early in the registration period to assess enrollment.

PIMS.

Work is being done to prepare for PIMS next year using the new student management system and payroll system.

OBSERVATIONS.

All observations have been completed at this point. Instructors are working on their portfolios and will then schedule their formal assessment.