
Human and Quality Resources Report December 2014

ISO.

SRI conducted their annual audit on October 27th and 28th 2014. The audit was conducted by Steve Pettyjohn and was 1.5 days long. There were no non-conformances as a result of the audit. The report is attached in supplemental information. The auditor was impressed with the maturity of our system and complimented many facets including the internal audit process. Preparations will be made to move to the new standard.

Staffing.

Custodial/Maintenance

The first training session was conducted for the maintenance and custodial staff. The topics included Housekeeping Safety and Back Safety and Lifting. Trainings are scheduled throughout the year to enhance the staff's knowledge.

Technology

Interviews were conducted following the collection of the résumés for the part-time Technology Technician. There is a candidate on the agenda to recommend for the position. He is a former summer help employee.

EET

Justin Jaeger started as the new Electrical Engineering Instructor; he is working with his mentor and other staff members to get up to speed. In addition, he will begin preparations for his Occupational Competency Exam.

Cosmetology

There is a recommendation for a new Cosmetology Instructor on the agenda. The hope is to have her start in January after the holiday. She will be a great addition to our staff.

Adult Education.

The term ends on December 19th and registration for Term III will occur prior to break as well.

PIMS.

PIMS staff reports were updated with the changes in the certified staff that have occurred and submitted to PDE. The ACS was completed, signed and submitted.

PAYROLL.

End of year preparations are being made so that W-2's can be printed and distributed in January.