
Human and Quality Resources Report January 2015

ISO.

Every year student feedback is collected in the format of a student survey. The survey was conducted with our students the first week in January. The results of the surveys will be compiled and reviewed.

STAFFING.

Custodial/Maintenance

Additional trainings will be scheduled throughout the year to enhance the staff's knowledge.

Technology

The candidate for the Technology Technician received another offer for a full-time position so at this point a new search will need to be conducted or other options may be examined.

Cosmetology

Kayla Noonan has started as the new Cosmetology Instructor. She has been assigned a mentor and has begun the orientation process. In addition, she has attended the IUP orientation session to become familiar with the process and expectations of obtaining her Vocational Certification.

ADULT EDUCATION.

The term began on January 5, 2015 and will continue through February 20th, 2015. Registrations are about the same as last year Term III.

OBSERVATIONS.

Instructor observations, pre-conferences and post conferences are in the process of being scheduled with the Instructors and appropriate Administrators.

PAYROLL.

End of year preparations were made so that W-2's can be printed and distributed in January. W-2's will be received from ECCA prior to the end of January.