
Human and Quality Resources Report June 2015

ISO.

The administrative staff retreat was held on June 8th and 9th. During this time management review was held as required. Many documents were reviewed including the Parent Satisfaction Survey, Student Satisfaction Survey, Internal Audit Results, Continual Improvement Requests, Graduate Follow-up Survey, NOCTI Results and others. Upon review many opportunities for improvement were compiled and will be reviewed at staff meetings.

STAFFING.

Technology

Summer help continues to work on projects identified by technology for completion in the summer.

Maintenance

At this point there are two custodial vacancies to fill as an additional custodian has resigned effective June 15, 2015.

Professional

A vacancy has been posted for the Tourism and Hospitality Instructor position. Interviews will be conducted throughout the summer to fill the position.

PIMS.

Work still need to be completed with ECCA to implement changes that will allow PIMS reports to generate from Infinite Campus.

PAYROLL.

The last payroll of the year consists of balance of pay payments as the instructors are afforded by the contract. In addition, other end of the year preparations will be made including benefit balance and 15-16 allocation.

END OF THE YEAR.

An end of the year luncheon was held for faculty and staff in appreciation for all their effort throughout the year. At this time, employees with service milestones are recognized. In addition to instructors and aides the following staff were recognized: Pam Lasher 25 years, Lori Yochim 1 year, Bruce Marzka 1 year, Tim Mello 1 year, and Terri Birchard.