
Human and Quality Resources Report September 2014

ISO.

SRI will be conducting their annual audit on October 27th and 28th 2014. The audit will be conducted by Steve Pettyjohn and will be 1.5 days long.

Staffing.

Custodial/Maintenance

There are candidate on this month's agenda to fill the M-3 position that was created by the retirement of Roy Drake and the custodial vacancy created by the resignation of Sharon Coleman. Both employees worked as summer help so have had some training already.

Technology

Seasonal help will finish on September 30th and they have been working on various summer projects.

Networking

C. Michael Miller continues to work with his mentor and meetings with the new Electrical Engineering and both mentors will continue throughout the year.

Clerical

Infinite campus training continues for the clerical staff. At this point, staffing seems pretty stable.

EET

A candidate is on the agenda for your approval for the Electrical Engineering Instructor. He will join C. Michael Miller in the meetings with mentors to assist with a smooth transition. Steve Sceiford provided 3 days per week as a substitute in the lab so that the students could continue to work on projects with the assistance of a substitute who has experience in the field. It was great to work with him again.

Adult Education.

RCTC Term I has begun. There are 161 students enrolled which is close to the 185 enrolled last year term I.

Payroll.

Preparation is being made for end of year and certain deductions will begin in October that have to be set up.