
Human and Quality Resources Report

December 2015

ISO.

Some employees will be attending training for the transition to the new standard. It will assist with the changes need to be implemented in order to be audited next fall.

STAFFING.

Tourism and Hospitality

A new sub was transitioned in the Tourism and Hospitality Lab. The sub that had been in there received a permanent job offer. Interviews were conducted for the position and a candidate is on the agenda for approval this month. The candidate will be relocating and won't be able to start until February.

Student Aide

Interviews were conducted for the student aide position that is available due to the employee not coming back from leave. In addition, there is another sub in for another employee on leave.

PIMS.

PIMS was completed and the ACS was submitted. In addition, the new process was used for the SupPer that reports support staff in the classified unit. This was an entirely new process this year.

PAYROLL.

End of the year preparations are being made for payroll. Review and corrections have been accomplished in order to produce correct W-2's.

ACA.

Information for the 1095-C form that is required to be completed has been accomplished and the forms will be submitted by BAI. All information has been gathered and reviewed in order to meet the requirements.

CLASSIFIED CONTRACT.

The Classified Unit is still reviewing the contract. When they are finished reviewing the contract will be signed and then copied and distributed to the Classified Staff.