
Human and Quality Resources Report

January 2016

ISO.

ECTS is working with SRI to set up training for the transition to the new standard. It is a possibility that other schools currently ISO certified may join the training in order to defray the cost for all the schools. Details are currently being finalized.

STAFFING.

Tourism and Hospitality

The new candidate has been working on getting everything in place in order to start in February. There will be a week transition time from the sub to the instructor in order to ensure a smooth hand over for the students. The sub has assisted in developing lessons for the new instructor in order to help with the transition

Student Aide

The new Student Aide has completed training and is working with the Early Childhood Education students and assisting in other labs when needed. There is still an additional Aide out on sick leave with no intended return date at this time.

Secretary

With Michele Smith's resignation a vacancy was posted and there is a recommendation for the replacement on this month's agenda.

PAYROLL.

End of the year has been completed and W-2's will be distributed when completed.

ACA.

Some of the changes that need to be implemented have been pushed to later deadlines including the Cadillac tax. The current required forms including the 1095-C have been completed.

CLASSIFIED CONTRACT.

The Classified Unit is still reviewing a copy of the ratified contract. When they have finished their review, copies will be made and distributed to the Classified Unit employees.