
Human and Quality Resources Report

March 2016

ISO.

Transition training was conducted at ECTS on site on February 26th, 2016. Nine ECTS employees attended the training. An internal audit kickoff meeting was held and the requirements of the new standard were reviewed for the auditors who were not able to attend the training. The internal audits will be conducted from now until the end of the year. Some new process were added including review of the internal audit planning guide. In addition, the planning guide and internal audit report were revised.

STAFFING.

Tourism and Hospitality

The orientation and acclimation continues for the new Tourism and Hospitality Instructor.

Student Aide

There is still a full-time aide out on sick leave and at this point there still is no intended return date which is the same as the status in February. More information will hopefully come by the end of March.

Administration

With the intended retirement of Jan Kennerknecht her position has been posted and an interview committee has been chosen and interviews will begin in early April.

Other Positions

Additional positions are anticipated because of impending retirements and it is the hope to post and interview prior to the summer.

PAYROLL.

Routine changes have been made in payroll.

CLASSIFIED CONTRACT.

The Classified Unit has decided that the contract needs an additional review. It is currently in their hands with no signatures. After signatures are obtained it will be distributed to the membership.

STAFF COMMENTS COMMITTEE.

The group continues to meet and has made progress on one of the top issues that had come up as an issue for the instructors. There has been open dialogue about the use of instructional aides and improving the process and utilization.