

---

## Human and Quality Resources Report

### December 2016

---

#### ISO.

Internal Audits will begin in January. There will be more of a focus of risk management in the audits this year based on the suggestion for improvement from our external auditors.

#### STAFFING.

##### **Professional**

The Health Assistant instructor has returned to work. The Auto Body instructor continues to be out and a return date has not been established. There has been minimal disruption at this point. There will be another planned absence in our Construction Trades lab in February for an undetermined amount of time. A plan is being developed to cover this absence with minimal disruption of the students and so that they can continue their lab work.

##### **Classified**

Currently, two secretaries are out and shifts in staffing have been made to cover their absences. The Business Office secretary is one of the absences which has created some shifting of duties in the office.

#### PIMS.

PIMS and the SUPPer have been completed and the ACS has been reviewed signed and submitted.

#### MENTOR SYSTEM REVISION.

Mentor system revision continues with a plan being developed to make some additions to our current system. Suggestions from current participants and relatively new teachers are being considered as the revision is developed.

#### NEGOTIATIONS.

Negotiations with the professional unit continue and the next meeting is scheduled in January.