
Human and Quality Resources Report

February 2017

ISO.

Internal Audits training was conducted and the audit teams have been restructured. An additional team was created which will help in the completion of the audits. Audits will be conducted throughout the next few months and be complete by the end of May.

STAFFING.

Professional

The Auto Body instructor continues to be on leave and a return date hasn't still has not been established. There continues to be minimal disruption with the sub plan that is currently in place. The Construction Trades continues to be out and there is not return date established for this instructor as well. There were complications with his leave and will be out even longer than expected. The plan in place has created minimal disruption in this lab as well and students can continue their lab work.

Classified

The secretary in the Career Alternative Education Program has returned and is working part-time in CAEP and part-time at ECTS. This made sense due to the limited numbers of students on their roster. A motion is on the agenda for a student services secretary who has been serving in sub capacity.

PAYROLL.

Routine payroll changes were conducted.

NEGOTIATIONS.

Negotiations with the professional unit continue and data and sample schedules are being worked on.