
Human and Quality Resources Report

January 2017

ISO.

Internal Audits are scheduled to kick off in January. Audit teams are being restructured due to changes in staff members. Additional auditors will be added and need to be trained.

STAFFING.

Professional

The Auto Body instructor is still on leave and a return date hasn't been formulated yet. There should continue to be minimal disruption with the sub plan that is currently in place. The Construction Trades instructor will be out at the beginning of February for an undetermined amount of time. A plan has been developed so that there is minimal disruption in this lab as well and students can continue their lab work.

Classified

One secretary has returned from her leave but remains on intermittent leave as needed but hasn't needed leave since the original instance. A return date has not been established for the other secretary in the Career Alternative Education Program, shifting secretaries and adding hours has made coverage possible.

PAYROLL.

End of the year functions were completed. W-2's and 1095-C's have been completed and distributed to employees.

MENTOR SYSTEM REVISION.

The new plan will be presented to the established group to review and add revision suggestions. A final plan will be developed and presented.

NEGOTIATIONS.

Negotiations with the professional unit continue and the next meeting is scheduled at the end of January.