
Human and Quality Resources Report

February 2018

ISO.

Internal Audits training will be conducted and the audit teams will need to be restructured as Joe is acting Director and will no longer be on a team. Audits will be conducted throughout the next few months and be complete by the end of May.

STAFFING.

Classified

The secretary in the Career Alternative Education Program is on leave and another secretary has been reassigned to those duties. No return date is established at this time.

A part-time Student Aide position has been posted.

There is a motion on the agenda for a substitute custodian to cover for vacations and etc. A meeting was conducted with the Food Service employees to discuss the changes in the cafeteria.

PAYROLL.

Routine payroll changes were conducted. W-2's were distributed as well as the 1095's.

NEGOTIATIONS.

Negotiations with the professional unit continue a schedule has been developed and the next meeting is scheduled for February 27, 2018. Information will be presented to the board at the February meeting.

DIRECTORS SEARCH.

A meeting was conducted with Dr. Stephen Barrett from the Career Assessment Center, Andy Foyle and Natalie Fatica to discuss the Directors Search Process. There is a motion to approve the process on the agenda this month. Applications continue to come in and will be accepted until the 18th of February or until a suitable candidate is found.