
Human and Quality Resources Report

December 2018

ISO.

As usual ISO internal audits will begin in January and continue through May. Additional auditors will be added to the team this year. There will be 5 teams conducting the audits. Some changes will be made to the process utilizing the already conducted curriculum audits which will help streamline the process.

STAFFING.

Administration.

With pending retirements of the part-time RCTC manager and the Supervisor of Instructional Support planning has begun for the transitions. Job descriptions are being reviewed and transition plans are being developed.

Professional.

At this point there are not any formal plans for retirements for Professional Staff.

Kelly Services

There have been significant changes in staffing at Kelly Services. There was a meeting with the interim manager to discuss service during this transition period. Communication continues to ensure no disruption to service. Kelly Services continues to assist in the filling of day to day subs and is assisting in the other openings including Secretaries and Custodians.

Classified.

Two secretaries continue to be out on leave. Kelly Services is assisting with the filling of these positions until they have been resolved.

Subs.

A motion for additional subs is on the agenda, in the event it is more appropriate to not have a Kelly Substitute. This gives us more flexibility to cover absences.

PAYROLL.

End of the year payroll preparations are being made with only one payroll left in the 2018 fiscal year.