
Human and Quality Resources Report September 2018

ISO.

The ISO audit is scheduled for October 9th and 10th. The audit will be conducted over a day and a half. SRI will be here to conduct the audit.

STAFFING.

Professional Staff

A long-term sub has been hired through Kelly Services for our Art and Design Instructor who will be out for an undetermined amount of time.

Kelly Services

Kelly Services continues to assist in the filling of day to day subs and is assisting with trying to find secretaries since there is a secretary out on leave and another expected to be on intermittent leave. In addition, there is a resignation on the agenda for another secretary.

Maintenance

A search is being conducted for additional custodians, as there was a resignation in June that was covered by seasonal help this summer. Interviews have begun to be conducted.

PAYROLL.

Routine payroll changes were processed. Instructor pay was updated to the 2018-2019 rate.

PIMS.

Information is being validated for the October PIMS reporting necessary for staff members. In addition, the information for the support staff SUPPer report will be validated as well for submittal.