
Human and Quality Resources Report

December 2019

ISO.

As usual, ISO internal audits will begin in January and continue through May. There will be five teams conducting the audits. Last year ISO auditors participated in the curriculum audits in order to streamline the process and have another perspective auditing in addition to the Supervisor of Instructional Support. This worked out well and will continue this year.

STAFFING.

Professional.

The new instructors continue to work with their mentors. At this point, there are not any formal plans for retirements for Professional Staff.

Kelly Services

Kelly Services fill Day to day substitutes and they continue to assist with a clerical position as well. Work continues to add additional subs to the sub list so that vacancies are filled.

Classified.

A resolution to the clerical staff out on leave is in process. The hope is to have a recommendation at the board meeting in December. There are other issues to be resolved including CAEP in order to finalize staffing needs.

PAYROLL.

End of the year payroll preparations are being made with only one payroll left in the 2019 fiscal year. 1095 information has been submitted and forms should be ready for distribution early in January or sooner. HUB International assists with this process and they have all the data needed to complete.