
Human and Quality Resources Report

October 2019

ISO.

The ISO audit was conducted on October 8 and 9. Lee Pfennigwerth and Steve Pettyjohn from SRI conducted the audit. There were no non-conformances noted. This was a registration audit conducted with two auditors. The additional auditor had positive comments about the school and the ECTS quality system, as he had never audited a school.

STAFFING.

Kelly Services

Kelly Services continues to assist in the filling of day to day subs and is assisting in the other openings including clerical help.

Classified Staff

One clerical staff continues to be out on leave which will end in January. There are two more resignation for the part time custodial positions.

Professional Staff

The new instructors in Early Childhood Education and Computer Programming are working with their mentors to acclimate to their new positions. The new Transition Center Instructor began on the In-Service. She will participate in orientation and will work with her mentor weekly.

PAYROLL.

Routine payroll changes were processed and preparations for end of the year processes are being made.

PIMS.

PIMS Staff reports have been uploaded and been validated without errors. A new process was used this year. There was a lot of upfront work getting the data into our Student Information system but the hope is the process will be less cumbersome next year. There were four templates submitted including support staff. The ACS has been printed, signed, and submitted.