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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
March 2021

STAFFING:

Administration

Actively Recruiting and Interviewing for ECTS Business Manager.
Interim Business Manager Paul Sachar is in place until replacement is named.

Professional

Actively recruiting and interviewing for ECTS Computer Networking Instructor.

Classified

Motion to approve transfer of Jason Conner from C2 Custodian to M4 Grounds/Utility Position.

Motion to ratify hiring of Kristen Weismiller, SAA-2 Instructional Aide effective 3/1/2021.

PAYROLL:

Working on 2021-2022 payroll schedule.

STAFF DEVELOPMENT:

Review/update of school wide job descriptions is in progress.
Request JOC sub-committee to review and approve job description revisions.

ADMINISTRATIVE SERVICES:

Policy review/updates for 2020 submitted, 2nd read.
Professional Unit negotiations continue.