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Equal Opportunity Education Institution

**Administrative Services/Human Resources Coordinator Report
December 2021**

STAFFING:

Administration

Director 360 Review

Professional

The Health Assistant, and Auto Body instructors remain out for an undetermined amount of time. We have long-term day to day subs in place.

Classified

Eyon Tarek Flemings – PT Custodian-No show, position remains open

Re-hire of Jane Boyd-PT Instructional Aide effective 11/2/2021 \$17.36 per hour.

Re-hire of Renee Heberle – FT RCTC Secretary effective 11/15/2021 \$19.75 per hour.

PAYROLL:

2022 Flexible Spending Open Enrollment completed; deductions updated.

Skills USA stipends paid out to Travis Woodburn and Adam Trippi for the 21-22 School Year, \$1,000 each.

National Technical Honor Society stipends paid out to Allison Marendt and Mariea Sargent for the 21-22 School Year, \$500 each.

Supervising Nurse stipend paid out to Sarah Garofalo (General McLane) for the 21-22 School year, \$2,500.

ACA data provided to NAVIA for 1095 reporting.

STAFF DEVELOPMENT:

Title IX Training for Title IX officials

School Wide training planned

ADMINISTRATIVE SERVICES:

Professional Unit negotiations at impasse.

Policy updates for 2021 presented for 1st read.

Job Description revision presented for approval for:

Enrollment and Community Engagement Coordinator

Business Partnership – Coop Education Coordinator

Implementation of HRIS system – Employee Navigator under way