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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
January 2022

STAFFING:

Administration

Professional

The Health Assistant Instructor returned 1/24/22

Auto Body instructor, Ken Balsiger submitted his intent to retire as of 2/24/22.

Vacancy for new program instructor posted for Sports Therapy & Exercise Science Instructor

Classified

Pandemic Coordinator hired start date 1/31/22.

Part-time custodian hired start date 1/31/22.

PAYROLL:

2022 GTL updates processed

2021 W2 issued

STAFF DEVELOPMENT:

February In-Service Planned to include school wide Title IX Training

ADMINISTRATIVE SERVICES:

Professional Unit negotiations meeting planned for 1/26/22.

Policy updates for 2021 presented for 2nd read, and approval.

Job Description revision effective 1/1/22 presented for approval for:

Enrollment and Community Engagement Coordinator

Business Partnership – Coop Education Coordinator