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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
October 2021

STAFFING:

Administration

Professional

Resignation of Cosmetology Instructor – Kayla Noonan

Recommendation to hire Darlene Newell, Cosmetology Instructor, effective 11/1/21

Classified

Retirement of Instructional Aide – Roseanne Gangemi

Permanent Status not extended to probationary custodial employee Jayden Goring

Recommendation to hire Eyon Tarek Flemings – PT Custodian

Recommendation to transfer one PT custodian C2 to Full Time C1- Bobbie Sue King

Resignation of Renee Heberle – PT RCTC Secretary effective 10/8/21

Recommendation to transfer PT RCTC Secretary position from PT S3 to FT S2 – new hire upon determination

Recommendation to transfer PT S3 secretary to FT S2 Secretary – Pam Pence

PAYROLL:

STAFF DEVELOPMENT:

ADMINISTRATIVE SERVICES:

Policy updates for 2020 finalized by PSA, 2021 updates are being reviewed and will be forward to the JOC for review in December.

Professional Unit negotiations continue.

PIMS staff data October submission complete.