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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
September 2022

STAFFING:

Administration

Professional

Addition of Peter Harvey - AUT

Addition of William Sheasley - EET

Actively Recruiting and Interviewing for Professional Skills

Classified

Actively Recruiting for PT Custodial Position

Addition of Angela Plummer IA Position

PAYROLL:

ECCA Timekeeping Software

STAFF DEVELOPMENT:

Red Rover Absence Management

ADMINISTRATIVE SERVICES:

Policy updates for September 2022

PIMS staff data preparation/review for October submission

Prepping for Medicare Part D Notices

Approval of Supervising Nurse Stipend (pays out in December)