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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
January 2023

STAFFING:

Administration

Director interviews ongoing

Professional

Joe Salorino (instructor) – submitted retirement intent letter for June 2023

Classified

(2) openings Custodians PT – actively recruiting

(2) openings Instructional Aides PT - actively recruiting

Kim Haupt (IA)– submitted retirement intent letter for June 7, 2023

PAYROLL:

2023 GTL updates processed

2022 W2 issued

Timekeeping meetings to roll out new online system

STAFF DEVELOPMENT:

ADMINISTRATIVE SERVICES:

Final Policy updates for 2022 presented for 1st read

TA on Classified Unit Contract completed