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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
April 2023

STAFFING:

Administration

Matt LaVerde “transitional” employee 4/17/23 through 6/30/23. 7/1/23 starts as Director

Professional

Graphics Media and Design Instructor hired – Cara Tingley

Computer Networking Instructor resigned

Health Assistant Instructor retired

Classified

PAYROLL:

Summer Pay Option Letters

STAFF DEVELOPMENT:

ADMINISTRATIVE SERVICES:

Policy Review Update

PTO Exhaustion

Surveys

Benefit Renewal Rates