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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
June 2023

STAFFING:

Administration

Professional

Computer Networking Instructor- actively recruiting
Enrollment and Community Engagement Coordinator -actively recruiting
Electrical Engineering Instructor-actively recruiting
Health Assistant Instructor-actively recruiting

Classified

Custodian – C2 part-time -currently interviewing
Utility/Groundskeeper- M4 part-time -currently interviewing
M-3 Maintenance – Bruce Marzka’s intent to retire 9-30-2023

PAYROLL:

Administration and Classified increases added to ECCA for 7/1/23
Preparing PTO Accruals and carry overs
Prepping for 9/1 salary updates
Retirement Incentive payout – S States
Retirement sick time payout(s) to 403b - J Tarasovitch and J Salorino
Mentor Stipend payout(s) to J Klins and M Sargent
Additional 4.5 days (out of 15) paid out to T Woodburn for summer hours

STAFF DEVELOPMENT:

Prepping for 1st in-service

ADMINISTRATIVE SERVICES:

Policy updates 2nd Read