



8500 Oliver Road
Erie, Pennsylvania 16509-4699
Phone: (814) 464-8660
Fax: (814) 464-8626
www.ects.org
Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
August 2023

STAFFING:

Administration

Professional

AUT Resignation of Peter Harvey
AUT Instructor -Hired Bryan Kerr
Enrollment and Engagement Coordinator – Hired Stacey Walbridge
HEA Instructor – Hired Nicole Larson
EET Resignation-Will Sheasley
EET Instructor – Hired Nicole Zahniser
CMN Instructor – Recruiting/Interviewing

Classified

M4- Grounds/Utility Worker – Hired Michael Almeda
M3- Maintenance Utility Worker – Hired Ken Woodcock Jr

PAYROLL:

Salary/pay increases added to ECCA
Prepared and sent PTO Accruals and carry overs
Prepared and sent 9/1 Professional unit salary updates

STAFF DEVELOPMENT:

In-service – August 25th and August 28th
Annual Staff Training assigned

ADMINISTRATIVE SERVICES:

Updating Certification and Act 48 Status
Preparing required Audit documentation