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Equal Opportunity Education Institution

**Administrative Services/Human Resources Coordinator Report
May 2024**

STAFFING:

Administration

Facility Manager – Frank Kimmel-hired

Professional

Business Partnerships and Cooperative Education Coordinator – Stacey Walbridge Transfer from Enrollment and Engagement Coordinator

Computer Networking Instructor -Gaetano DiPietro-hired

Construction Trades Instructor -Scott Webb Transfer from FMT

Cosmetology Instructor -Davonalee Carroll-hired

Health Assistant Instructor -actively recruiting interviews to begin in June

Facilities Maintenance Instructor – actively recruiting interviews to begin in June

Enrollment and Engagement Coordinator - actively recruiting interviews to begin in June

Classified

Instructional Aide SAA2 (part-time) -actively recruiting (multi positions)

Instructional Aide SAA2, Kathleen Pagano, Retirement

Instructional Aide SAA2, Joel Schneid-hired

Custodian C2, Kimberly Schley-Resigned

Actively recruiting (3) positions

Custodian C1, Bobbie Sue King-Resigned

PAYROLL:

ADMINISTRATIVE SERVICES: