



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
June 2024

STAFFING:

Administration

Professional

Enrollment and Community Engagement Coordinator -actively interviewing
Facilities Maintenance Technology Instructor -actively interviewing
Health Assistant Instructor-actively interviewing

Classified

Custodian – C2 part-time -currently interviewing (4) part-time positions
Transfer Abigail Plummer from C2 to C1
Termination Michael Almedia C2
Ratify Hire - C2 PT Custodian Darnell Johnston
Summer Help / Substitute List

PAYROLL:

Administration and Classified increases added to ECCA for 7/1/23
7/1 Insurance increased updated ECCA
7/1 MyStack implementation
Preparing PTO Accruals and carry overs
Prepping for 9/1 salary updates
Retirement Incentive payout – S States
Retirement sick time payout(s) to 403b - Delbert VonVolkenburg
Mentor Stipend payout(s) to J Klins and M Sargent
Summer Payouts

STAFF DEVELOPMENT:

Act 48 uploads and status updates
Certification Renewals

ADMINISTRATIVE SERVICES:

SPO Contract / Job Description / Policy