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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
January 2025

STAFFING:

Administration

Professional

THM Instructor – Morgan Larson Hired

Hired RCTC Instructor Russell McGranor for PA State Inspection Class

Classified

Instructional Aides PT - actively recruiting/interviewing

C2 Part-Time Custodian hired Jorand Berdis

Resignation- Addison Burwell C2 (Student Intern)

Hired John Bizzarro – C2 (Student Intern)

Transfer Eileen Rosa from SAA2 to S2

Destiny Schley – C2 Perm employment status

Short-Term Personal leave request – Miles Morton – SAA2

Short-Term Personal leave request – Angela Plummer – SAA2

PAYROLL:

2025 GTL updates processed

2024 W2 issued

ACA reporting preparation with ECCA under way

STAFF DEVELOPMENT:

ADMINISTRATIVE SERVICES:

25-26 Holiday Schedule

Secretary Job Descriptions