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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
April 2025

STAFFING:

Administration

Curriculum Coordinator-Transfer Julie Aiken

Professional

CMN Instructor – D Cass – Resigned - 4/16/25
Actively recruiting for the position

Classified

Secretary S2 – Resignation Eileen Rosa
Secretary S2 – Hired Tracy Hamilton – Attendance & High School Secretary
Transfer Angela Plummer – Career Development & Student Services Secretary
Hired Janie Hewitt – RCTC, Business Partnerships, & Facility Secretary

Instructional Aide – Hired Mariah Loutzenhiser

CO-OP IT Student Worker – Hired Daymon Irvine

PAYROLL:

Summer Pay Option Letters

ADMINISTRATIVE SERVICES:

Norebt 2025 Medical Summary
Benefit Renewal Rates - 7.1.24 Benefit/Premium Updates
Retiree Group Participation Letters
Policy Updates- 1st Read
Retirement Incentive Discussion