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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
August 2025

STAFFING:

Administration

Professional

FMT Instructor-Resignation Daniel Dawison
FMT Instructor -Hired Robert Korrell
Transition Coordinator – Actively recruiting/interviewing
HEA Instructor-Resignation Kelly McGrady
HEA Instructor – Hired Ashley Bean
Column Advancement- Allison Marendt

Classified

S2-Full-Time Secretary-Reg Full-Time Status -Tracy Hamilton
S2-Full-Time Secretary-Reg Full-Time Status-Janie Hewitt
SAA2 - Part-Time Instructional Aide-Reg Part-Time Status-Carolynn Rowicki
SAA2 – Part-Time Instructional Aide – Resignation Ryan Hart
SAA2 - Part-Time Instructional Aide – Transferred to Reg Part-Time – Austin Hartzell
SAA2 - Part-Time Instructional Aide – Transferred to Temp Part-Time -Joel Schneid
SAA2 – Part-Time Instructional Aide – Hired Makayla Newell

PAYROLL:

Salary/pay increases added to ECCA
Prepared and sent PTO Accruals and carry overs
Prepared and sent 9/1 Professional unit salary updates
PSERS rate changes processed Admin/Class 7/1 and Professional 9/1
Benefit Rate changes processed 7/1

STAFF DEVELOPMENT:

In-service – August 22nd and August 25th
Annual Staff Training assigned (Vector)

ADMINISTRATIVE SERVICES:

Updated Certification and Act 48 Status
Prepared required Audit documentation
25-26 ESS Sub List Rates approval
Policy List for 1st and 2nd Read
CMS Reporting-Medicare Part D Disclosures
HandS Application Re-Certification – and migration to new system WCAIS
GASB75-Conrad Siegel-Census Reporting
WC-NEIS Audit Reporting
CTE Program Instructor and Transition Coordinator– Job Descriptions