RECRUITMENT:

**Open Faculty Positions:**
- Spanish Assistant Professor – Screening supplemental questionnaire
- Economics Assistant Professor – Interviews scheduled
- Mathematics Assistant Professor (Development Education) – Screening begins 4/1

**Open Miscellaneous Positions:**
- Director of Workforce & Continuing Education – Final interviews scheduled
- Director, Institutional Research & Planning – Screening applications
- GHEC Admissions Program Coordinator – Interviews scheduled
- Program Coordinator – Family Services – Closes 4/12

**Closed Faculty Positions:**
- Electronics/Robotics Assistant Professor – hired **David Peterson**

**Closed Miscellaneous Positions:**
- Office Assistant 2 – hired **Shelley Snelson**
- Program Coordinator – Credentials Evaluator & Veterans Affairs – hired **Austin Majors**
- Program Coordinator – Basic Skills – hired **Sharon Libby**

OBJECTIVES IN PROGRESS:
- Processing adjunct faculty payroll activation forms for winter quarter.
- On-going – processing the payroll and implementing changes in employee status and benefits for part-time, adjunct, classified exempt and faculty positions.
- On-going – processing many part-time, hourly time sheets including tracking down signatures and forms.
- On-going – processing criminal history background checks on all new hires/volunteers.
- On-going – developing supervisor/employee training program to address liability issues, performance reviews, and other human resource training issues.
- On-going – oversees formal employee recognition programs on campus.
- On-going – assist with diversity efforts on campus.
- On-going – review all grant applications for personnel implications.
- On-going – review all policies and procedures for legal implications.
- On-going – assist in increased inter-campus communication, as well as communication within the higher education system through the Leadership Development Program.
- On-going – assist in career development through the Leadership Development Program and the Human Resources Office.
- On-going – monitoring and communications with registered sex offenders and registered kidnapping offenders.
- Conducting exempt/classified position reviews.
- Reviewing web page contents and design (My CC and Faculty & Staff Directory).
- Assist in reorganizations related to the budget issues.
OBJECTIVES ATTAINED:
• Processed and distributed confirmation letters and general contracts for spring quarter.
• Conducted three new employee orientations. *(Libby, Majors, Snelson)*
• Conducted two exit interviews. *(Jones, Taylor)*

OTHER:
• Candi assisted with Session 7 of the Leadership Development Program focusing on “Communication” on March 1st at Grays Harbor College.
• Julie attended the Lyceum “Once Upon a Movie: Cinema and Fairytales on March 6th.
• Julie, Candi, V’Ann and Tammy attended the Leadership Application Group’s Chocolates Social and Silent Auction on March 7th.
• Julie presented “Hiring Process” training to faculty and staff on March 12th. Candi and Tammy attended.
• Julie attended “Public Records” training in Olympia on March 13th.
• Julie participated in the “Legislative News in Higher Education Chat” on March 18th.
• Julie, Candi, Tammy and V’Ann attended Nita Taylor and Chris Jones’ Retirement Celebration on March 18th.
• Julie attended a statewide UMCC Meeting at TCC on March 21st.
• Julie attended the Legislative “Meet and Greet” at the Capitol on March 21st.
• Julie participated as a judge at the “Youth and Government Mock Trial” in Thurston County on March 22nd.