RECRUITMENT:
Open Faculty Positions:
Open Miscellaneous Positions:
• Fiscal Tech 3 – Closes Sept. 14
Closed Faculty Positions:
• Accounting/Business Administration Assistant Professor – hired Otto Rabe and Connie Smejkal
Closed Miscellaneous Positions:
• Early Childhood Program Specialist 1 – hired Brook Leal

OBJECTIVES IN PROGRESS:
• Processing adjunct faculty payroll activation forms for spring and summer quarters 2012.
• 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.
• Conducting exempt/classified position reviews.
• Reviewing web page contents and design.
• Developing a replacement plan.
• Reviewing impact of new personnel legislation.
• Assessing and implementing incentives for voluntary separation.
• Assist in reorganizations related to the budget issues.

OBJECTIVES ATTAINED:
• Processed and distributed confirmation letters and general contracts for summer quarter.
• Conducted nine exit interviews.
  (Grubiak; Harras; Hill; Hoogkamer; Keahey; McReynolds; Oates; Perkins; Rahn; Richardson)
• Conducted two new employee orientations. (Roberts; Holmes)
OTHER:

• Julie and HR Staff attended:
  o CC Sports Recognition Night on June 4th.
  o Leadership Development Program Graduation on June 7th. Candi coordinated and prepared the Graduation Ceremony and hospitality.
  o Julie also attended CC Retirement Celebration event on June 7th.
  o Knoll Dedication on June 8th.
  o CC Honor Student Luncheon on June 12th
  o Olympic Presentation on automation of Financial Aid processes on June 14th.
  o Participated in Commencement Breakfast and Commencement exercises on June 15th.
  o President’s Exempt Staff meeting on June 18th.
  o GHEC campus visit on June 20th.
  o Participated in 2012-2013 WFSE HECCC Agreement Training on June 25th.
  o Julie and Candi participated in Registered Sex Offender Notification Training with Dr. Grubiak on June 20th and 21st.
  o Julie and Candi participated in Fall Conference Planning meetings on June 28th and July 9th.
  o Julie participated in WELA Panel discussions regarding HR at Harmony Hill on July 10th.
  o Student Services Cabinet meetings throughout the summer and Student Services All-Staff informational meeting on July 11th.
  o END Statement presentation on July 12th.
  o Board Retreat July 12th.
  o EEB Ethics Advisor Meeting in Tumwater on July 17th.
  o Participated in Casemaker Webinar on July 25th.
  o HRMC at Everett Community College on August 2nd & 3rd.
  o BIT Training in Federal Way on August 20th.
  o Julie and Tammy attended the Administration BBQ on August 23rd.
  o V’Ann attended the annual Combined Fund Drive Campaign Leader training in Tumwater.