RECRUITMENT:

Open Faculty Positions:
- Spanish Assistant Professor – Screening begins 2/1
- Economics Assistant Professor – Screening begins 2/1
- Electronics/Robotics Assistant Professor – Screening begins 2/1

Open Miscellaneous Positions:
- Director of Workforce & Continuing Education – Screening begins 2/1
- Program Coordinator – Basic Skills – Closes 2/1

Closed Faculty Positions:
Closed Miscellaneous Positions:

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 content and design (My CC and Faculty & Staff Directory).
- Assist in reorganizations related to the budget issues.

OBJECTIVES ATTAINED:
- Conducted one new employee orientations. (Hahn)

OTHER:
- Julie -
  Attended Student Conduct webinar – 1/8/13
  Attended Student Achievement Initiative Implementation Period Kick Off ITV – 1/10/13
Presented *Generational Differences* training to faculty, staff and students – 1/15/13
Attended Lyceums – *Make Fitness a Part of Your Daily Life* – 1/16/13; *Doing Happiness* – 1/23/13
Attended *Campus Safety Forum* – 1/23/13
Attended *Washington State Student Services Commission* meeting – 1/31/13 through 2/1/13 in Kent, Washington at Highline Community College