RECRUITMENT:

Open Faculty Positions:
• Spanish Assistant Professor – Screening begins 2/1
• Economics Assistant Professor – Screening begins 2/1

Open Miscellaneous Positions:

Closed Faculty Positions:

Closed Miscellaneous Positions:
• Program Manager, Testing Center – hired Melissa Hahn
• Secretary Senior (TRiO) – hired Kat Kaut
• Secretary Senior (AT) – hired Nicole Silva

OBJECTIVES IN PROGRESS:
• Processing adjunct faculty payroll activation forms for fall and winter quarters.
• 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 winter quarter.
• Conducted four new employee orientiations. *(Austin, Fraley, Holderman, Silva)*
• Conducted five exit interviews. *(Eacker, Guy, Guerrero, Hatch, Wrzesinski)*

OTHER:
• Julie provided “Customer Service” training to faculty and staff on December 4th.
• Julie participated in “Multi-Party Mediation” training in Olympia on December 5th through 7th.
• Candi assisted President Bailey with the Leadership Development Program class at Lower Columbia College on December 7th. Retiring President Gerald Pumphrey spoke to the class. Class session was on “Teamwork and the Roles within a Team”.
• Julie, V’Ann and Tammy attended the Holiday Breakfast on December 12th.
• Julie presented on “Conflict Management” to 9th graders for the TRiO program on December 14th.
• Tammy attended the Admin Holiday Potluck on December 20th.
• Candi completed registered sex offender and/or kidnapping offender notifications to staff, advisors and faculty on nine level I and II offenders attending CC classes winter quarter 2013. Students in the level II offender’s classes were also notified by email.