RECRUITMENT:

Open Faculty Positions:
• Art Assistant Professor – Interviews scheduled
• Mathematics Assistant Professor – Screening applications
• Nursing Assistant Professor – Screening begins 3/1
• Electronics, Robotics & Automation Assistant Professor – Screening begins 3/1
• Diesel Technology Assistant Professor – Screening begins 3/1
• Computer Science Assistant Professor – Screening begins 3/1
• Electronics, Robotics & Automation Assistant Professor – Screening begins 3/1
• Business Administration/Technology Assistant Professor – Screening applications

Open Miscellaneous Positions:
• Applications Developer – Final interview scheduled
• Associate Dean, Bachelor of Applied Science Programs – Screening applications
• Director of College Relations – Screening begins 3/28
• Office Assistant 3 – Closes 3/7

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 – updating online employee directory.
• 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:
• Conducted one exit interview. (Grzadzielewski)

OTHER:
• Julie attended a meeting with Labor & Industries and administration to discuss findings from the incident with the platforms in the gymnasium on February 3rd.
• Julie attended the Human Resource Management Commission meeting at Lake Washington Technical College on February 6th & 7th.
• Candi assisted Chris Bailey with facilitation of the Leadership Development Program class on “Motivating & Leading” on February 7th at South Puget Sound Community College. Dr. Tim Stokes, President, presented to the class.
• Julie, Tammy, V’Ann and Candi attended the all campus Budget Forum on February 10th.
• Julie and Candi participated in the “Autism Spectrum Disorder” training presented by Deborah Shriver on February 11th.
• Julie, V’Ann and Candi attended the LAG Chocolate Fountain Social/Auction on February 13th. Proceeds went to the LAG Scholarship Fund.
• Julie met with Donny Hunter, Presidential Search Consultant on February 18th. She also attended the Presidential Search Committee meeting and dinner.
• Candi met with Qy-Ana Manning, Carrie Powell and Erin Baker to discuss options for how-to videos to assist with the admission, registration and financial aid process on February 19th.
• Julie and Candi participated in the Diversity Committee meeting on February 20th.
• Julie attended the “Class Act Legacy of Service” presentation in Wickstrom Theater on February 24th.
• Julie attended the “Life Happens” Lyceum on February 26th.
• V’Ann attended web content training.