RECRUITMENT:
Open Faculty Positions:
Open Miscellaneous Positions:
• BASM Program Coordinator – Finalists interviews conducted
• Program Specialist (Int’l Student Advisor) – Screening applications
• Instruction & Classroom Support Tech 3 – Screening applications
• Secretary Senior (AT) – Closes 11/2
• Secretary Senior (TRiO) – Closes 11/2
Closed Faculty Positions:
Closed Miscellaneous Positions:
• Fiscal Tech 3 – hired Pam Chapman
• Procurement & Supply Specialist 1 – hired Brenda Novarra-Schaible

OBJECTIVES IN PROGRESS:
• Processing adjunct faculty payroll activation forms for summer and fall 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.
• Ongoing – monitoring and communications with registered sex offender and kidnapping offender students.
• Assist in reorganizations related to the budget issues.

OBJECTIVES ATTAINED:
• Conducted one new employee orientation. (Chapman)
• Conducted two exit interviews. (Cacchione, Perez)
OTHER:
• Julie and Candi attended “Workplace Safety and De-escalation” training presented by Micah Rose on October 2nd.
• Tammy coordinated the “Book of Fun” event on campus on October 10th.
• HR Staff, assisted by the Fall Conference Planning Committee, planned and executed a successful 2012 Fall Faculty and Staff Conference held on October 12th.
• Julie and Tammy attended “Mandatory Reporting” training presented by Gary Wass, Jr. from DSHS, CPS Intake, on October 16th.
• Julie attended three Lyceums: “What Makes You Tic” on October 16th, “Alien Encounters: Sci-Fi Movies and the Cold War Culture of the 1950’s” on October 24th, “Living a Disabled Life” on October 31st.
• Julie attended the Cultural Café – Saudi Arabia.
• Julie prepared for and participated in the Civil Rights Audit on campus, assisted by area VP’s, Deans and Directors, beginning October 29th.