RECRUITMENT:

Open Faculty Positions:
- Speech Assistant Professor – Screening applications
- Art Assistant Professor – Screening begins 2/1

Open Miscellaneous Positions:
- Talent Search Specialist – Screening applications
- eLearning Support Manager – Screening applications
- Instruction & Classroom Support Tech 2 (GHEC) – Closes 11/15

Closed Faculty Positions:
- Information Literacy & Educational Technology Librarian – hired Julie Nurse
- Horticulture Assistant Professor (CCCC) – hired Scott Knapp

Closed Miscellaneous Positions:
- Secretary Senior – hired Charity DeSilva
- International Program Specialist – hired Amanda Mobbs
- Research Manager – hired Preston Kiekel
- Office Assistant 2 – hired Kaylee Wood
- Office Assistant 3 – hired Mary Gilbreath

OBJECTIVES IN PROGRESS:
- Processing adjunct faculty payroll activation forms for fall 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 contents and design (My CC and Faculty & Staff Directory).
• Assist in reorganizations related to the budget issues.

OBJECTIVES ATTAINED:
• Conducted 7 employee orientations. (Atha; DeSilva; Kiekel; McGuinn; Mobbs; Wood; Worthey)
• Conducted 2 exit interviews. (Skinner; Krause)

OTHER:
• HR staff, with the assistance of the Fall Conference Committee members, planned and executed a successful Fall Conference. Eighty staff and faculty responded to the post conference survey through Survey Monkey; 39 commented with mixed reviews.
• Julie and Candi participated in 6 Presidential Search scans/discussions - separate Faculty, Classified, and Exempt staff discussions during the Fall Conference on October 11th; Student scan and Invited Community Member scan on October 16th; and an open Community Forum on October 23rd.
• Candi traveled to SPSCC on October 18th to assist Chris Bailey with facilitation of the Leadership Development Program class focusing on Leadership Styles.
• Julie and Candi participated in the St. Martin’s University Career Fair on October 23rd.
• Julie and Candi attended a presentation by Ashley Merryman, co-author of Nurture Shock, at the Thurston County ESD on October 24th.
• David Bishop from the SBCTC did a follow-up visit from our State Board Civil Rights Audit on October 28th.
• Julie, Tammy and Candi attended the BRP presentation on October 28th.
• Julie attended an Enthobotony lyceum presentation on October 30th.