RECRUITMENT:
Open Faculty Positions:
• Information Literacy & Educational Technology Librarian – Supplemental questionnaire screening begins 9/3
• Horticulture Assistant Professor (CCCC) – Screening applications
Open Miscellaneous Positions:
• Student Support Services Transfer Specialist – Interviews conducted
• Office Assistant 2 – Screening applications
• Program Coordinator – Interview scheduled
• Secretary Senior – Screening applications
• Executive Assistant to the VP, Finance & Administration – Screening applications
• Research Manager – Screening applications
• International Program Specialist – Screening applications
• Office Assistant 3 – Closes 9/13
Closed Faculty Positions:
• Mathematics Assistant Professor (Development Education) – hired Lisa Spitzer
• Spanish Assistant Professor – hired Mark Gorecki
• ABE Assistant Professor (CCCC) – Hired Adam Hatfield
Closed Miscellaneous Positions:
• Program Coordinator – Family Services – hired Cassie Daniels
• TIPS Program Coordinator – hired Carol Mason
• ECEAP Program Manager – hired Christina Martin
• Early Childhood Program Specialist 1 – hired Traci Fallow

OBJECTIVES IN PROGRESS:
• Processing adjunct faculty payroll activation forms for spring, summer and fall 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 summer quarter.
• Conducted 8 employee orientations. (Daniels; Hauge; Heaton; Mason; Martin; Meier; Powell; Strong)
• Conducted six exit interviews. (Brooks; Gilson; Holderman; LaLond; Woods; Yocom)

OTHER:
• Julie attended Human Resources training on June 10.
• Tammy and Candi attended the Budget Forum on June 10.
• Julie attended the Honors luncheon on June 11.
• Julie attended CCE graduation on June 12.
• V’Ann attended the annual CFD Campaign Leader Training in Tumwater, June 12.
• HR staff participated in Commencement Breakfast and Graduation on June 14.
• Julie met with Registered Sex Offenders and Candi notified campus community of offenders attending classes in Summer Quarter.
• Julie attended the Board Retreat on June 11.
• Julie attended HRMC at Shoreline Community College on August 8 & 9.
• Julie attended Ethics Board Meeting in Olympia on August 21.
• Julie participated in Student Leadership Training on August 27.