

# Administration Department



Mary K. Lee, Director

# Overview

- ④ Department Staff
- ④ Human Resources
- ④ Employee Handbook
- ④ New Facility

# Staff

④ Mary K. Lee, Director

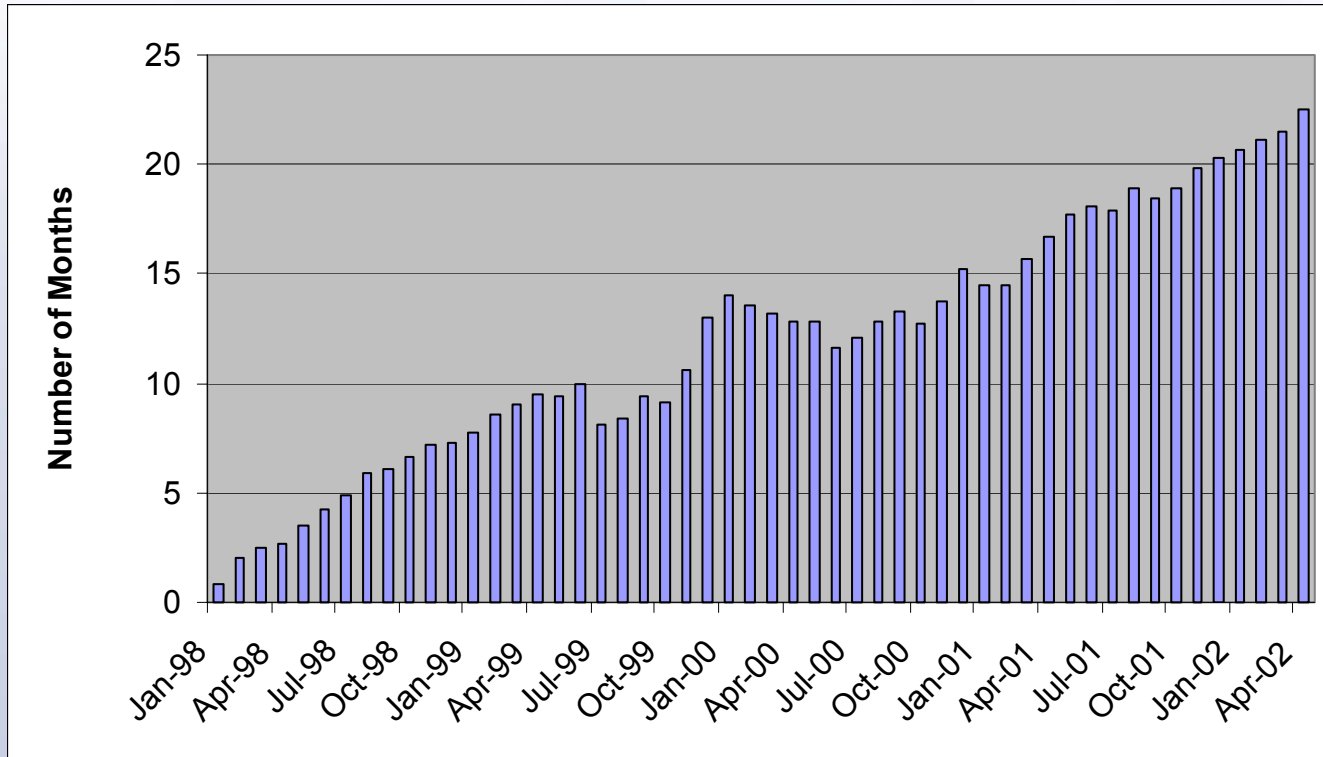
④ Judy Kerlin, Office Administrator

④ Therese Colosi, Executive Assistant

# Human Resources

- ④ Current Staffing
  - ④ 37 Positions
  - ④ Student internship completed March 2002
  
- ④ Online Performance Reviews
  
  
- ④ Employee Statistics

# Staff Tenure



# Human Resources

- ④ Who are we?
- ④ Internal Training
- ④ Continuing Education

# Employee Handbook

- ④ First draft completed
- ④ Undergoing internal review
- ④ Next step – legal review
- ④ Final steps
  - ④ Supervisor training
  - ④ Employee orientation

# Our new office!



# Reception Area



# Idea Room



# Kitchen



# New Facility

## Ⓢ The Big Move!

- Ⓢ Physical move completed Friday, January 11
- Ⓢ Monday, January 14 – back to work!

## Ⓢ Our new space

- Ⓢ Comfortable new work areas
- Ⓢ Ample meeting space
- Ⓢ Location and ambience

 Questions?