Part-time Trustees Agenda Processes

1. PAR request forms are sent to the Payroll and Benefits Manager, Connie Helstowski. The Associate Vice President of Human Resources/Affirmative Action Officer, Diane Ruksnaitis, approves the PAR request form.
2. Once approved, Connie processes the PAR then has the form signed by Diane.
3. The signed PAR is then sent to the appropriate supervisor/hiring manager, Division Vice President, the Vice President of Administrative Services and then finally to the Executive Vice President for his final signature.
4. Nancy Thibodeau, Staff Assistant/Payroll then forwards the signed PAR’s to the College Business Office (CBO).
5. The CBO offices write a FOAPAL number on the PAR form.
6. Nancy enters the PAR’s into the Banner System.
7. The PAR’s are then put into Deb Holland’s PAR folder to be entered on the next appropriate Trustees Agenda Excel spreadsheet.
8. Helen Butler compares the original PAR’s to the Trustees Agenda one week before the deadline which is set by the Executive Assistant to the President, Lois Cox.
9. Connie then conducts a second audit of the PAR’s and makes sure the DCE Faculty Approvals are also included prior to sending the agenda forward to Diane Ruksnaitis.
10. On the morning that the Trustees Agendas are due, the Director of Human Resources, Justine Lizotte, submits the Trustees Agendas to Lois.
Part-time Trustees Agenda Processes

1. PAR request forms are sent to the Payroll Manager, Connie Helstowski. The Associate Vice President of Human Resources/Affirmative Action Officer, Diane Ruksnaitis, approves the PAR request form.
2. Once approved, Connie processes the PAR then has the form signed by Diane.
3. The signed PAR is then sent to the appropriate supervisor/hiring manager, Division Vice President, the Vice President of Administrative Services and then finally to the Executive Vice President for his final signature.
4. Nancy Thibodeau forwards the signed PAR’s to the College Business Office (CBO).
5. The CBO offices write a FOAPAL number on the PAR form.
6. Nancy enters the PAR’s into the Banner System.
7. The PAR’s are then put into Deb Holland’s PAR folder to be entered on the next appropriate Trustees Agenda Excel spreadsheet.
8. Helen Butler compares the original PAR’s to the Trustees Agenda one week before the deadline which is set by the Executive Assistant to the President, Lois Cox.
9. Connie then conducts a second audit of the PAR’s and makes sure the DCE Faculty Approvals are also included prior to sending the agenda forward to Diane Ruksnaitis.
10. On the morning that the Trustees Agendas are due, the Director of Human Resources, Justine Lizotte, submits the agendas to Lois.