

## MINUTES

### MARSHALL COMMUNITY AND TECHNICAL COLLEGE CLASSIFIED STAFF

January 8, 2008

**ATTENDEES PRESENT:** Stacy Arthur, Lisa Beckett, Tommie Kelley, Nick Napier,  
Lisa Penix, Monica Shafer, Pat Young  
**ABSENT:** Teresa Blankenship, Sara Chapman, Karen Johnson,  
Martha Pierson, Pam Zirkle  
**SPECIAL GUEST:** Dr. Keith Cotroneo, President  
Jim Stephens, Human Resources

Meeting was called to order by Tommie Kelley, Classified Staff Chair.

**MCTC President** - Dr. Cotroneo discussed the EZ Start Program and the strategy of inviting adults to apply for EZ Start Scholarships. A total of 79,000 brochures were mailed to area residents between the ages of 24-55 with incomes of 0-\$55,000. Students will attend class and receive college credit. Advisors will work with the students on a one-to-one basis by providing help with admission applications, financial aid applications, and registration.

**HR Update** – Jim Stephens discussed Senate Bill 603 and its implications on MU employees. The Job Evaluation Plan is being reviewed by the Classification Subcommittee which has reviewed, revised, rewrote, and created a new compensable factor system. The Job Evaluation Plan needs to be reviewed and any comments need to be forwarded to Jim Stephens so that he can take them back to the committee.

Policy No. HR 14 – Background Checks were approved by the Marshall University Board of Governors on October 16, 2007. A background check will be required for regular-status (benefits eligible) employment and certain other types of employment at Marshall University and Marshall Community and Technical College. The employing department will be required to check references and employment records for the past 10 years. If a degree is required it will be up to the employing department to get an official transcript. Human Resources will be doing criminal background checks through their office. Supervisors will need to contact human resources on new regular hires.

Tommie Kelley suggested that the Search Committee be required to do the employment check during the hiring process.

New employees must sign a form giving permission for the background check. They will need to go the Human Resource Office or they can access the form from the website.

**Classified Staff Website** –Nick Napier reported that 85 prospective students have responded to the EZ Start Class mailing. Nick is continuing to work on the MCTC website and should have it up and running for students by January 14, 2008. All staff council agendas, minutes and future meeting dates need to be submitted to Nick so that he can upload to the website.

**Approval of Minutes** - Motion made by Lisa Penix and seconded by Stacey Arthur to accept the October 2008 minutes. Minutes approved.

**Open Discussion** - A one-time holiday has been scheduled for March 24, 2008.

Meeting adjourned at 10:25 a.m.

Respectfully submitted: Lisa Beckett, Secretary