

## MINUTES

### MARSHALL COMMUNITY AND TECHNICAL COLLEGE CLASSIFIED STAFF

Monday, January 29, 2007

**ATTENDEES PRESENT:** Stacy Arthur, Lisa Beckett, Tommie Kelley, Lisa Penix,  
Monica Shafer, Amy Williams, Pat Young, Pam Zirkle  
**ABSENT:** Sara Chapman, Karen Johnson, Martha Pierson  
**SPECIAL GUEST:** Jim Stephens, Director of Human Resources

Meeting was called to order by Monica Shafer, Classified Staff Chair.

Motion made by Lisa Penix and seconded by Lisa Beckett to accept minutes of December 14, 2006. Minutes were accepted with minor changes.

Jim Stephens, Director of Human Resources discussed that the Human Resource Office and Classified Staff Council are still working on the Lay-Off Policy. The proposal is currently in Michael McGuffin's office.

Mr. Stephens discussed that the bumping policy is still in the State Code. The bumping of an employee is confined to the college where the employee is employed. The policy tries to keep the employee at the same pay level.

The Staff Handbook is in the revision stage. References to policy are being reviewed. There is still about three or four months of editing needed. The Marshall Community & Technical College can have their own handbook if they wish.

Lisa Penix, Ad Hoc Committee Chair discussed the MCTC Constitution and will review the Blue Ridge Community College By-Laws. The Ad Hoc Committee meeting is scheduled for Wednesday, February 14, 2007 at 10:00 a.m. It was suggested that we invite Sherri Noble, Donna Donathan, and Bernice Bullock.

Next meeting scheduled for March 19, 2007 at 10:00 a.m.

Meeting adjourned at 10:30 a.m.

Respectfully submitted: Lisa Beckett, Secretary