

REVISED MINUTES

MARSHALL COMMUNITY AND TECHNICAL COLLEGE CLASSIFIED STAFF

June 18, 2007

ATTENDEES PRESENT: Lisa Beckett, Sara Chapman, Tommie Kelley,
Lisa Penix, Monica Shafer
ABSENT: Martha Pierson
GUESTS: Stacy Arthur, Pam Zirkle
SPECIAL GUESTS: Mike Dunn, Sherri Noble, Jim Stephens

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

Motion made by Lisa Penix and seconded by Sara Chapman to accept minutes of May 14, 2007. Minutes were accepted.

Jim Stephens, Director of Human Resources discussed the Classified Staff Recruiting Policy. Mr. Stephens conveyed that in this policy MCTC staff will not be considered internal candidates within the University when applying for positions. Monica Shafer will contact the Board of Governors to discuss this policy change and hopefully will get this policy rewritten. The Staff Handbook is in the revision stage. References to policy are being reviewed. There are still about three or four months of editing needed. The Marshall Community & Technical College can have their own handbook if they wish. The new grievance policy will take effect on July 1, 2007.

The next Board of Governors meeting is scheduled for July 28, 2007. Sheri Noble thought it would be a good idea to have one of our board of advisors to attend.

Mike Dunn discussed the pilot program being implemented for classified staff. This program would be training and development for Marshall University & Marshall Community & Technical College staff. The cost of this pilot program would be around \$12,000 per year. The Board of Governors seemed interested and requested a proposal by July 1, 2007. Sara Chapman made the motion to participate in the pilot program. Lisa Penix seconded. Proposal accepted by staff council to forward to approval process. Mike Dunn will submit the proposal to the MCTC Staff Council President for signatures next week.

Lisa Penix discussed upcoming elections which will take place in July. Participation is appreciated.

Monica Shafer attended the ACCE Conference and passed out handouts from the conference.

Next meeting will be scheduled at a later date.

Meeting adjourned at 10:50 a.m.

Respectfully submitted: Lisa Beckett, Secretary