

## MINUTES

### MARSHALL COMMUNITY AND TECHNICAL COLLEGE CLASSIFIED STAFF

October 14, 2008

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

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

Motion made by Lisa Penix to approve minutes for August 12, 2008 and September 9, 2008.  
Motion seconded by Stacy Arthur. Minutes approved by committee.

**ACCE Update** – Lisa Penix has submitted her resignation as ACCE representative for MCTC.  
There were not enough voting members to elect a new ACCE representative. Discussion to  
appoint a new representative will be made at the next meeting.

**MCTC Classified Staff Web-Site** – The Classified Staff web-site is up and running but still  
needs more staff pictures. Nick will be sending out emails to work with staff in getting their  
pictures taken and uploaded.

Lauren Wyant and Natasha Robinson have been hired as recruiters for MCTC. They will be  
considered classified staff and will be invited to attend our next meeting.

**Open Discussion** – Tommie Kelley read a note from Stephanie Neal, Director of Employment  
Development regarding catastrophic leave. Any staff in need of catastrophic leave will need to  
fill out the catastrophic form and submit to Stephanie Neal. Those who are interested in donating  
catastrophic leave will need to contact Stephanie Neal. Letters regarding the status of PIQ's will  
be sent out when Stephanie returns. We hope to have them by then end of this week.

Full funding for classified staff is on the agenda for the Board of Governor's meeting scheduled  
for Friday, October 17, 2008.

The General Studies and Allied Health Administrative Assistant positions will be advertised and  
filled when Stephanie returns

The MCTC Advising Center will be hosting a Halloween Open House on October 30, 2008 from  
9:00 a.m. – 3:00 p.m. in the Advising Center. All faculty, staff, and students are invited to attend.

#### **President's Comments**

Dr. Cotroneo discussed possible MCTC building sites. The Ashland Coal building is still being  
considered. Property at Kinetic Park has been discussed but it would take approximately two  
years for a sewer system to be put in.

PIQ decisions have been made. Stephanie will be sending letters with ranking and the tool system used to evaluate the PIQ to supervisors. This will enable supervisors to discuss the evaluation tool with the staff member.

Dr. Cotroneo will be putting together a Quest meeting in the near future to discuss library services, bookstore, distance learning and tuition fees.

Meeting adjourned at 10:00 a.m.

Respectfully submitted: Lisa Beckett, Secretary