

MINUTES

MARSHALL COMMUNITY AND TECHNICAL COLLEGE CLASSIFIED STAFF

Thursday, December 14, 2006

ATTENDEES PRESENT: Stacy Arthur, Lisa Beckett, Tommie Kelley, Lisa Penix,
Monica Shafer, Amy Williams, Pat Young, Pam Zirkle
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 Pat Young to accept minutes of September 1, 2006 and September 12, 2006 with John Hess and Dr. Vicki Riley.

Committee expressed their gratitude to Denecia Merritt-Damron for the preparation of the minutes on September 12, 2006.

Introduction of Stacy Arthur was made to the committee. Stacy is the new Academic Advisor for the Marshall Community and Technical College.

The Governor has appointed a workgroup to address problems with the current grievance process. Subcommittee C Draft was distributed to committee and discussed.

The Community & Technical College By-Laws were discussed. An Ad Hoc Committee was formed to review and edit the current by-laws.

PEIA Finance Board Public Hearing Handout was discussed and reviewed by the committee.

The University Personnel Finance Committee expressed concerns about policy stating that offices meeting the public must remain open until 5:00 p.m. each work day. It is believed that most offices and the amount of contact during the last half hour does not justify having the office open and personnel present. It was decided to return the policy to the Human Resource Office with the request that the last paragraph be reviewed.

Jim Stephens, Director of Human Resources spoke to the committee regarding the PIQ's and the timeline that a department has to sign the PIQ. The department has 30 days after the date has been stamped on the PIQ.

Mr. Stephens commented that the 2006-2007 phonebook has not been printed. The Human Resource Office is waiting on the Bio-Tech building to open. The book will be published in late January.

Meeting adjourned at 3:30 p.m.

Respectfully submitted: Lisa Beckett

Lisa Beckett, Secretary