

TABLE OF CONTENTS

ADMINISTRATION	3
BOARD OF TRUSTEES	3
CLASSIFIED STAFF OFFICERS	3
MAC FACTS	3
INTRODUCTION	4
NON-DISCRIMINATION CLAUSE	4
MISSION STATEMENT.....	4
<i>Classified Staff</i>	4
<i>Mineral Area College</i>	4
ELECTION OF CLASSIFIED STAFF	5
CLASSIFIED STAFF COUNCIL DUTIES	5
<i>President</i>	5
<i>Vice President</i>	5
<i>Secretary</i>	5
<i>Historian</i>	6
<i>Treasurer</i>	6
<i>Past President</i>	6
EMPLOYEE BENEFIT SUMMARY	7
<i>Vacation</i>	7
<i>Sick Leave</i>	7
<i>Emergency Leave</i>	7
<i>Holidays</i>	7
<i>Insurance</i>	8
<i>Long-Term Disability</i>	8
<i>Supplemental Insurance</i>	8
<i>Flexible Spending Accounts</i>	9
<i>Optional Vision Insurance</i>	9
<i>Workmen’s Compensation</i>	9
<i>Retirement Plan</i>	9
<i>Individual Retirement Plan—403(B) Annuity</i>	9
<i>Early Retirement Policy</i>	9
<i>Missouri Community College Association Membership</i>	9
<i>Bookstore Discounts</i>	10
<i>Education Incentive</i>	10
<i>Professional Improvement/Fee Waiver</i>	10
GENERAL INFORMATION	10
<i>Parking Tag</i>	10
<i>Mailbox</i>	10
<i>Dismissal/Due Process</i>	10
<i>Grievance Process</i>	10
<i>Job Description</i>	11
<i>Sexual Harassment</i>	11
<i>Drug Free Workplace Act</i>	11
<i>Dress Code</i>	11
<i>Work Schedule</i>	11

<i>Direct Deposit</i>	11
<i>Forms</i>	12
<i>Account Guidelines-(12-0204-B41)</i>	12
WEATHER-RELATED CLOSINGS	13
<i>Broadcast Messages</i>	13
MINERAL AREA COLLEGE CAMPUS SECURITY	14
<i>In case of emergency contact 911 or from campus phone 9+911.</i>	14
<i>If you need campus police/security or non-emergency call:</i>	14
FAMILY AND MEDICAL LEAVE.....	15
<i>Family and Medical Leave Act of 1993</i>	15
<i>Reasons for Taking Leave</i>	15
<i>Advance Notice and Medical Certification</i>	15
<i>Job Benefits and Protection</i>	15
<i>Unlawful Acts by Employers</i>	16
<i>Enforcement</i>	16
FULL TIME CLASSIFIED STAFF EMPLOYEES	Error! Bookmark not defined.
AUGUST 2004	Error! Bookmark not defined.
PAST CLASSIFIED STAFF COUNCIL.....	18

ADMINISTRATION

President	Dr. Terry Barnes
Assistant to the President	Peggy Ropelle
Dean, Arts & Sciences	Dr. Steven Kurtz
Dean, Career/Technical Education	Gil Kennon
Dean, Student Services	Jean Merrill-Doss
Business Manager	Rusty Straughan

BOARD OF TRUSTEES

Board Chairman	Sally Parker-Nash
Vice Chairman	Dr. Don VanHerck
Secretary	Helen Gordon
Treasurer	Harvey Faircloth
Treasurer Pro-Tem	Elvin Sikes
Member	Harry H. (Chip) Peterson II

CLASSIFIED STAFF OFFICERS

President	Sandy Price
Vice President	Sherry Cooper
Secretary	Debbie Portell
Historian	Mary Sansoucie
Treasurer	Patsy Hunt
Past President	Lisa Johnson
Adopted	1997

MAC FACTS

Established	April 1965
Mascot	Cardinal
Colors	Red & White
Conference	Region XVI
Web Site	www.mineralarea.edu

INTRODUCTION

This Classified Staff Handbook is intended to provide useful information about the College, to advise you of its policies and procedures, and to explain personnel policies affecting you.

The policies explained in your handbook are not meant to hamper or restrict your efforts. Rather, they are intended to help coordinate our jobs, aid us in working more effectively as a group, and help insure fair treatment for all employees. If you have questions relating to your employment which are not answered in this handbook, please contact your supervisor, department head, Business Office, or the Office of the President.

The policies and procedures contained in this handbook are those in effect at the time of printing. Changes or new policies and procedures will be distributed and the handbook will be updated periodically.

NON-DISCRIMINATION CLAUSE

Mineral Area College does not discriminate on the basis of race, color, national gender, disability, age, religion, creed or marital or parental status. For more information, call the Title VI, Title IX, Section 504 and ADA Coordinator at 573-518-2152.

MISSION STATEMENT

Classified Staff

The Mission of the Mineral Area College Classified Staff is to serve the college and to offer students/members of the community, information which will enable them to attain their career and other personal development goals.

Mineral Area College Classified Staff provides support for student services, developmental education, academic-transfer degree programs, career and technical degree and certificate programs, community services programs, and cultural diversity programs.

Mineral Area College

As an outstanding, tax-supported community college, Mineral Area College is committed to offering students a high quality, affordable education which will enable them to attain their career and other personal development goals. The College provides a quality teaching and learning environment, and makes every effort to provide opportunities for life-changing educational, career and cultural opportunities.

ELECTION OF CLASSIFIED STAFF

Officers of the Classified Staff shall be elected at the regularly scheduled Classified Staff meeting each May to serve July 1 through June 30 of the upcoming fiscal year. The officers shall be as follows:

- President
- Vice President
- Secretary
- Historian
- Treasurer
- Past President

These officers will constitute the membership of the Classified Council. These officers shall represent the consensus of the majority of the Classified Staff in any representation with the administration of this institution.

Elections will be held by nominations from the floor and voting shall be done by show of hands or written ballot.

CLASSIFIED STAFF COUNCIL DUTIES

President

- Schedule and conduct agenda, monthly, and special meetings as needed
- Attend board meetings
- Monitor activities of the Classified Staff by meeting with committee chairs
- Serve as spokesperson for the group to the College President and/or other administrators
- Share any known activities on and off-campus that might be of interest to the group
- Assume the role of Past President at the end of the term
- Attend the Faculty Forum meeting when requested
- Update handbook

Vice President

- Conduct meeting during the absence of Classified Staff President
- Attend agenda meetings to help plan monthly meetings
- Attend meetings with the College President and the Classified Staff President when requested
- Attend board meetings when possible or in absence of Classified Staff President
- Assume the role of President at the end of term
- Attend the Faculty Forum meeting when requested
- Update handbook

Secretary

- Make room arrangements for monthly meetings

- Attend agenda meetings to help plan monthly meetings
- Send notice of monthly meetings to Classified Staff
- Take minutes at each meeting—monthly or otherwise
- Distribute the minutes to all Classified Staff and the College President via email
- Attend meetings with the College President and Classified Staff President when requested
- Maintain a booklet of minutes to be passed on to next year's officers
- Keep Classified Staff Handbook disk
- Attend the Faculty Forum meeting when requested
- Update handbook

Historian

- Attend agenda meetings to help plan monthly meetings
- Maintain the CEU booklet
- Manage/update Classified Staff bulletin board
- Plan the Christmas Luncheon
- Responsible for updating an original copy for distribution of the Classified Staff Handbook to any new employee
- Maintain a scrapbook
- Attend the Faculty Forum meeting when requested
- Update handbook

Treasurer

- Attend agenda meetings to help plan monthly meetings and provide advice and counsel on financial matters
- Maintain a record of all financial transactions to be passed on to the next year's officers
- Maintain monthly printouts of the Classified Staff general ledger account 12-0204-B41, which can be obtained from the Chief Accountant
- Prepare budget/expenditure requests to be voted on by Classified Staff and obtain proper signatures for such monies to be spent: also be responsible for outside money to be deposited with Business Office personnel and maintain deposit receipts
- Collect and be responsible for 50/50 cash collected at meetings for Classified Staff internal petty cash fund
- Be responsible for and approve all financial transactions and sign all official financial documents
- Report all financial transactions at monthly meetings
- Update handbook

Past President

- Attend agenda meetings to help plan monthly meetings
- Conduct meeting during the absence of the Classified Staff President and Vice President
- Assist/support current Classified Staff officers
- Attend the Faculty Forum meeting when requested
- Update handbook

EMPLOYEE BENEFIT SUMMARY

Vacation

Classified full-time contracted employees will receive 5/6 vacation day per month for the first five (5) years of employment. Thereafter the vacation allowance will be 1 -1/4 days per month. * See Board Policy Manual

- A maximum of twenty (20) days vacation may be accumulated during the first five years of employment; thirty (30) days thereafter.*
- A vacation request must be submitted in advance and approved by the direct supervisor.
- An absence report form must be submitted to your supervisor upon your return.

Sick Leave

Full-time contracted staff members shall accrue unlimited sick leave at the rate of one day (1) for each calendar month of contracted service.

- Supervisors and the appropriate Dean's Office must be notified when a staff member is absent.
- An absence report form must be submitted to your supervisor upon your return.
- Retirees that have been employed at least ten (10) years will receive reimbursement for accumulated sick leave according to the established formula.

Contact the President's Office for information regarding said formula.

Emergency Leave

Each full-time contracted employee shall be allowed up to three (3) days per year for emergency, funerals, or personal business leave.

- Supervisors must be notified of the emergency request.
- An absence report form must be submitted to your supervisor upon your return.

Holidays

	Secretarial	General Services
New Year's Day	1	1
Martin Luther King Day	1	1
President's Day	1	1
Spring Break	5	2
Spring Holiday (Good Friday)	1	1
Memorial Day	1	1
Independence Day	1	1
Labor Day	1	1
Thanksgiving	2	2
Christmas	6	2
TOTAL	20	13

Insurance

Medical and hospital coverage is currently provided for each full-time employee, subject to change. A dental plan is provided for each employee at college expense. Additional coverage may be purchased for spouse and children at the employee's expense.

Each employee has \$50,000 term life insurance paid by the college.

- Additional coverage may be purchased by employee.
- This policy incorporates a gradual benefit reduction beginning at age 65.
- Once retired, it is reduced to a \$10,000 benefit policy payable by the retiree.

For information regarding insurance, contact the Payroll/Personnel Office.

Long-Term Disability

The College provides a Long-Term Disability plan to eligible employees, at an income equal to 60% of basic monthly earnings if the employee becomes incapacitated to work.

- Eligible employees include all active, contracted, full-time (except seasonal or temporary workers).
- Eligible employees must meet a 6 month elimination period prior to the activation of Long-Term Disability.
- Each employee's level of benefits of disability will be made on an individual basis. Income level based on employee's salary at the time of disability and will be coordinated with any other income benefits.

For more information, contact the Payroll/Personnel Office.

Supplemental Insurance

Full-time, contracted employees can voluntarily participate in a supplemental insurance program. The plans offered are designed to supplement the employee's current health care benefits and the employee is responsible for all premiums through a payroll deduction.

Flexible Spending Accounts

Full-time, contracted employees may participate in the College's Flexible Spending Account program. Employees can make pre-taxed payroll deductions in order to contribute to this tax-savings plan. The contributions can be utilized to reimburse employees for out-of-pocket health care and dependent care expenses. All contributions must be claimed upon prior to the end of the calendar year otherwise they are forfeited to the College per Internal Revenue Service (IRS) guidelines.

Optional Vision Insurance

Employees may elect to participate in the optional vision benefit plan. The premiums are to be paid by the employee and will be made through a payroll deduction. There is a two-year, lock-in/lock-out provision to the vision plan.

Workmen's Compensation

All employees are covered by workmen's compensation insurance. Any worker's compensation claim should be made to the Payroll/Personnel Office. All work related accidents or injuries are to be reported to immediate supervisor and an accident report completed within 24 hours regardless of whether medical attention was necessary.

Retirement Plan

Full-time contracted, non-certified employees and part-time (hired to work 20 or more hours per week) are covered by mandatory Social Security and the Public Education Employee Retirement System of Missouri.

- Each of these is matched by the institution.
- Social Security is 7.65 percent and non-teacher retirement is 5.75 percent of salary.
- The match for classified employees equals 13.4 percent of salary.
- Retirement is vested after five (5) years of employment.

Individual Retirement Plan—403(B) Annuity

All MAC employees may elect to participate in the an optional 403(B) annuity program.

- The amount which may be tax sheltered is governed by the IRS code and should be verified by the insurance company covering 403(B) plans.
- The Payroll/Personnel Office has a list of current insurance companies with 403(B) plans. However, employee may select their own investment company.

Early Retirement Policy

Employees may have the option of additional compensation through an early retirement policy. This policy is approved by the Board of Trustees annually and may be eliminated at any time the Board deems necessary.

For information regarding the policy or to apply for early retirement, contact the President's Office.

Missouri Community College Association Membership

It has been the practice of the College to pay MCCA membership dues for all full-time college employees. It has also been the practice of the College to pay for lodging and convention registration for all full-time employees for the annual MCCA Fall and Spring Classified Staff conventions.

Bookstore Discounts

College employees receive a 10% discount on textbook purchases and a 21% discount on any other bookstore merchandise (unless previously discounted).

Education Incentive

Per approval of the Board of Trustees on June 24, 1999, a Classified Staff member employed as of this date shall:

- Receive a step increase for completion of an Associates Degree
- The Associates Degree must be obtained from an accredited institution
- There will be only one incentive received for the Associate level regardless of the number of Associate degrees earned
- Receive an additional step upon completion of a Bachelor degree
- The Bachelor's degree must be obtained from an accredited institution
- There will be only one incentive received for the Bachelor level regardless of the number of Bachelor degrees earned

This incentive does not apply to Classified Staff hired after June 24, 1999.

Professional Improvement/Fee Waiver

For information on professional improvement and fee waivers, see the Mineral Area College Professional Development Policies and Procedures.

GENERAL INFORMATION

Parking Tag

- Employees may park in any lot designated for staff parking.
- Parking hang tags are required and can be obtained in the Payroll Office for full-time, contracted employees.
- Part-time employees hang tags can be obtained by contacting the Dean of Student Services.

Mailbox

- All employee mailboxes are located on the first floor of the Arts and Sciences building adjacent to the Print Shop.
- Printing Services makes all mailbox assignments.
- Please contact that department regarding your mailbox.

Dismissal/Due Process

- Mineral Area College recognizes the right of all employees to appeal any decision made by a supervisor and/or administrator.
- In all cases, the final Board of Appeal shall be the Board of Trustees, the governing body of the Mineral Area College District.

Grievance Process

- Mineral Area College provides a process to resolve grievances for all members of the college, including staff, faculty, and students.
- The purpose of the grievance process is to secure, at the lowest possible administrative level, a prompt and equitable solution to individual grievances.
- Any grievance should be addressed to the immediate supervisor.
- If the grievance cannot be resolved, it should then be taken to the appropriate dean or next supervisor.
- After the grievance has been submitted to the appropriate dean and the grievance is still not resolved, the grievance should be addressed to the president.

Job Description

For your job description, see the Job Description Manual available through your appropriate dean. These manuals also contain organization charts for each department.

Sexual Harassment

In compliance with federal law, Mineral Area College has adopted a Sexual Harassment Policy. See the Board Policy Manual for a copy of this policy. All Mineral Area College employees are required to attend a Sexual Harassment Training Session.

Drug Free Workplace Act

Please review the drug policy in the Board Policy Manual.

Dress Code

Although no formal dress code exists (except for uniformed positions), employees are to be guided by commonly accepted professional and businesslike apparel standards.

Work Schedule

Classified Staff will work a seven (7) hour day during the regular school year, thirty-five (35) hours per week. In the summer, the work day will reduce to six (6) hours per day, thirty (30) hours per week. In some instances, a staff member may contract to work a forty (40) hour work week. This will be determined during the hiring process.

General Services Staff will work an eight (8) hour day, forty (40) hours per week.

Direct Deposit

- All employees have the option of using direct deposit.

- Payday for Classified Staff is the 10th of every month, except when the 10th falls on a weekend or holiday. When this occurs, Classified Staff will be paid the last working day prior to the event.

Forms

Forms may be obtained from the mailroom or from your supervisor.

Account Guidelines-(12-0204-B41)

- Only current Classified Staff council members are allowed to make transactions
- Must have approval of 2 council members to make withdrawal. For \$100 or more, majority approval from Classified Staff members will be needed
- Proceeds to be used for:
 - Current Service Projects (Postage for packages)
 - Donation to charity
 - Cards
 - Miscellaneous – this shall be determined by a majority vote by Classified Staff members
- Treasurer shall be in charge of all bookkeeping
- All money raised by Classified Staff should be deposited in the account (this means Trivia Night Fundraisers, basket raffles, etc.)

WEATHER-RELATED CLOSINGS

In situations where inclement weather may affect the normal operation of Mineral Area College, or when circumstances beyond the college's control may affect working conditions and create a need to call off classes or close the campus for whatever reason, students should refer to one of the following radio stations, television stations, or Cancellations.com website for information.

The college will notify the following stations and try to have information on the air by 5:30 a.m. whenever necessary, by 3:00 p.m. for evening courses, or as soon as possible at other times.

Call Letters/Website	Frequency /Channel	Community
KDBB/KFMO	104.3 FM	Park Hills
KFVS	TV-12	Cape Girardeau
KTJJ	98.5 FM	Farmington
KREI	800 AM	Farmington
KYLS	95.9 FM	Farmington
KYRO	1280 AM	Potosi
KMOX	1120 AM	St. Louis
KPWB	104.9 FM	Piedmont
KBDZ	93.1	Ste. Genevieve
KZNN/KTTR	105.3	Rolla
KGKS	93.9 FM	Cape Girardeau
KCGQ	99.3 FM	
KZIM	960 AM	
KEZS	102.9 FM	
KGIR	1220 AM	
ZIMMER GROUP		
www.cancellations.com		

Broadcast Messages

There are generally three types of messages broadcasted by local media depending upon the severity of the weather:

Broadcast Message #1: “Mineral Area College is CLOSED. No day and night classes.”

- In this situation, classes are cancelled and offices are closed.
- Faculty and staff are not expected to report work, except for pre-designated personnel.

Broadcast Message #2: “Day classes at Mineral Area College are CANCELLED Offices are open.”

- Day classes are cancelled.
- Teaching faculty are not expected to report to work.
- Professional, Non-Teaching Faculty and Classified Staff are expected to arrive **as soon as they can.** Arrival after 10:00 a.m. will necessitate use of vacation time.

Broadcast Message #3: “Mineral Area College classes will delay starting classes until 11:00 am.”

- All classes scheduled before 11:00 a.m. are cancelled.
- Teaching faculty should arrive prepared for 11:00 a.m. classes.
- Classified Staff should report between 8:30 a.m. or 9:00 a.m.
- Arrival after 10:00 a.m. will necessitate use of a vacation day.

Decision to Cancel Midday and night classes. The President will notify Professional/Classified Staff if they are to be dismissed early via e-mail.

If you have any questions about weather-related closings, contact the Dean of Arts and Sciences via e-mail or phone (573) 518-2139.

MINERAL AREA COLLEGE CAMPUS SECURITY

Safety is an important need for the Mineral Area College Community. Each member of the campus community—students, faculty, and staff should take an active role in preventing and reporting incidents that jeopardize safety on or around our campus.

Mineral Area College has a College Department of Public Safety, which has commissioned District Police and Security Officers to provide general campus security, non-emergency community services, and support response assistance in emergency situations on campus.

- District Police Officers have full law enforcement authority of arrest, search and seizure.
- They have state statutory commissions for campus property per RSMO 178.862 through the Board of Trustees.
- The telephone numbers listed below are to help you contact campus police and security.

In case of emergency contact 911 or from campus phone 9+911.

Examples of emergencies would be any incident or accident where there is immediate or imminent threat to the life, safety of any college staff member, student, community member, or visitor, including situations that involve serious injury or illness, violent incident, crime in progress, fire or fire alarm, etc.

If you need campus police/security or non-emergency call:

Campus Police/Security Cell Phone	631-2831
Bruce Scott, DPS Director	Office: 518-2247 or Ext. 2247 from campus phone

FAMILY AND MEDICAL LEAVE

Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care; or
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification

- The employee may be required to provide advance leave notice and medical certification.
- Taking a leave may be denied if requirements are not met.
- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

Job Benefits and Protection

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.” However, if the employee fails to return to work following the leave, (s)he becomes liable for the health coverage premiums paid by the College during the unpaid portion of their leave, if any.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent pay, benefits, and other employment terms.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave, but additional benefits will not accrue during any unpaid leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.
- FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information, contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

**MINERAL AREA COLLEGE
FULL-TIME CLASSIFIED STAFF
FY 2007**

NAME	TITLE	DEPARTMENT	OFFICE LOCATION	PHONE
Barton, Ronald	Painter	General Services	FH, Boiler Room	2151
Bayless, Debi	Assistant Manager	College Park	College Park	518-1330
Beard, Sheila	Secretary	Allied Health Department	AS, Rm C-3	2172
Bowyer, Tom	Supervisor	General Services	General Services Bldg	2135
Braswell, Shaun	Audio-Visual Technician	Audio-Visual	TC, (near Studio)	2263
Bruce, Pam	Executive Administrative Assistant	Vice-President/Career & Tech Dean	AS, Rm C-5	2157
Cambers, Lisa	Administrative Assistant	Fredericktown Campus	Fredericktown	783-7932
Campbell, Susan	Mail Clerk/Duplicator Operator	Career & Technican Division	AS, Rm 105	2143
Cash, Clea	Data Services Assistant	Student Services/Course Registration	AS, Business Office	2126
Clauser, Lisa	Payroll/Personnel Coordinator	Payroll/Personnel	FA, Rm 232	2129
Clay, Yvonne	Evening Custodian	General Services		2364
Collier, Nancy	Executive Administrative Assistant	Arts & Sciences Dean	Library, 2nd Floor	2100
Cooper, Sherry	Administrative Assistant	Career & Technican Division	AS, Rm C-5	2370
Crader, Nancy	Administrative Assistant	Student Services/Assessment	AS, Student Services	2202
Cummings, Roxanna	Circulation Clerk/Telecourse Contact	Library	Library, 1st Floor	2141
David, Lance	Electrician	General Services	General Services Bldg	2110
Douglas, Preston	General Services Staff	General Services	General Services Bldg	2110
Edburg, Lisa	Programmer/Oper & Institutional Research	Computer Services	TC, Rm T200	2294
Elliott, Maggie	Accounts Payable Bookkeeper	Business Office	AS, Rm 115	2235
England, Barb	Receptionist	Student Services	AS, Student Services	2183
Fadler, Ron	Instructional Technology Director	Audio-Visual	TC, Rm T 7	2105
Galvan, Rosie	Evening Receptionist	Student Services	AS, Student Services	2360
Gillespie, Peggy	Executive Administrative Assistant	College President	FA, Rm 144	2146
Goggins, Julia	Administrative Assistant	Educational Talent Search II	NC, Rm D	2387
Golden, Paula	Administrative Assistant	Public Safety Dept	PS, Rm 10	2148
Graham, Kim	Accounts Receivable Bookkeeper	Business Office	AS, Business Office	2251
Haas, Sarah	Public Information Officer	Public Information	Library, 1st Floor	2307
Hassell, Jeanniece	Staff Accountant/CPA	Business Office	AS, Business Office	2385
Henson, Roy	Assessment Center Assistant	Student Services	AS, Student Services	2332
Hester, Connie	Payroll/Fringe Benefits Specialist	Payroll/Personnel	FA, Rm 238	2149
Holmes, Kevin	Telecommunications Manager	Computer Services	TC, Work Room	2319
Hulsey, Craig	General Services Staff	General Services	General Services Bldg	2110
Hunt, Patsy	Exec Admin Asst to the Dean	Student Services	AS, Rm 101	2154
Johnson, Lisa	Administrative Assistant	Arts & Sciences Div.	Library, 2nd Floor	2218

Jones, Albert	General Services Staff	General Services	General Services Bldg	2110
Killian, Clinton	Evening Custodian	General Services		2364
Killian, George	General Services Staff	General Services	General Services Bldg	2110
Killian, John	Evening Custodian	General Services		2364
Killian, N. Jesse	Evening Custodian	General Services		2364
Killian, R. Jim	Supervisor, General Services Evening Shift	General Services		2364
Kleinberg, Doug	General Services Staff	General Services	General Services Bldg	2110
LaChance, Susie	Default Prevention/Retention Specialist	Financial Aid	AS, Student Services	2133
McClure, David	General Services Staff	General Services	General Services Bldg	2110
McFarlin, Patty	Administrative System Coordinator	Computer Services	TC, Rm T200	2123
Miller, Janet	CIS Help Desk Coordinator	Computer Services	TC, Rm T2	2137
Ochs, Wilma	Administrative Assistant	Perryville Campus	Perryville	547-4143
Pettus, Chris	Acquisition Clerk	Library	Library, 1st Floor	2236
Portell, Debbie	Administrative Assistant	Financial Aid	AS, Student Services	2310
Price, Sandy	Administrative Assistant	Upward Bound	NC, South Hall	2156
Raymer, Frank	College Park Maintenance	College Park	College Park	518-1330
Rich, Sharon	Administrative Assistant	Student Services/Registrar	AS, Student Services	2130
Roth, Phillip	General Services Staff	General Services	General Services Bldg	2110
Sansoucie, Mary	CIS Help Desk Assistant	Computer Services	TC, Rm T3	2240
Snyder, Henry (Bo)	General Services Staff	General Services	General Services Bldg	2110
Stegall, Robin	Administrative Assistant	Excel/Student Support Services	AS, Rm C-7	2131
Stephens, Sharon	Housekeeper	General Services		
Tyler, Justin	Campus Police Officer	Public Safety Dept	AS, Concourse	2331
Underwood, Larry	Maintenance Staff	College Park/Fredericktown Campus	College Park & Fredericktown	518-1330
Wade, Therese	Administrative Assistant	Tech Prep Program	AS, Rm C-5	2155
Waller, Kathy	Administrative Assistant	President's Office	FA, Rm 144	2261
Weiss, Christina	Administrative Assistant	Educational Talent Search	NC, North Hall	2380
Welch, Andrea	Administrative Assistant	Student Services/Admissions	AS, Student Services	2228
Whaley, Carol	Bookstore Manager	Bookstore	SC, Bookstore	2107
Williams, Linda	Bookstore Assistant	Bookstore	SC, Bookstore	2106
Wisdom, Canna	Accounts Receivable Clerk	Business Office	AS, Business Office	2232

Building Key:

AS = Arts & Sciences Building
 FA = Fine Arts Building
 FH = Field House
 NC = North College Center
 SC = Student Center
 TC = Technology Center

PAST CLASSIFIED STAFF COUNCIL

ADOPTED 1997

President
Vice President
Secretary
Member-At-Large

Anna Hatridge
Linda King
Tina Duncan
Susan Marler

1998

President
Vice President
Secretary
Member-At-Large

Linda King
Nancy Collier
Pam Bruce
Susan Marler

1999

President
Vice President
Secretary
Member-At-Large

Nancy Collier
Lisa Edburg
Mary Rippee
Susan Marler

2000

President
Vice President
Secretary
Member-At-Large
Past President

Lisa Edburg
Connie Hester
Patsy Hunt
Susan Marler
Nancy Collier

2001

President
Vice President
Secretary
Member-At-Large
Past President

Connie Hester
Barb England
Therese Bennett
Cindy Hahn
Lisa Edburg

2002

President
Vice President
Secretary
Historian
Past President

Barb England
Janet Bequette
Kim Graham
Cleta Cash
Connie Hester

2003

President
Vice President
Secretary
Historian
Past President

Janet Bequette
Lisa Johnson
Mary Rippee
Kathy Brinkley
Barb England

2004

President
Vice President
Secretary
Treasurer
Historian
Past President

Lisa Johnson
Sandy Price
Nancy Crader
Patty McFarlin
Sherry Cooper
Janet Bequette

2005

President
Vice President
Secretary
Treasurer
Historian
Past President

Sandy Price
Sherry Cooper
Debbie Portell
Patsy Hunt
Mary Sansoucie
Lisa Johnson

HANDBOOK OFFICIALLY ADOPTED:
AUGUST 1997

HANDBOOK REVISIONS:

SEPTEMBER 1998

AUGUST 2000

JANUARY 2003

AUGUST 2003

OCTOBER 6, 2004

REVISION COMMITTEE:

JANET BEQUETTE

LISA JOHNSON

SANDY PRICE

SHERRY COOPER

PATTY MCFARLIN

NANCY CRADER

PAGE LAYOUT AND DESIGN:

BARB ENGLAND & JANET BEQUETTE

JANUARY 3, 2006

REVISION COMMITTEE

NANCY COLLIER

PAM BRUCE

LISA CLAUSER

PATSY HUNT