

Employee Handbook Committee Meeting  
October 10, 2011  
Agenda

1. Call to Order
2. Roll
3. Review 10-11 Employee Handbook
4. Suggestions for corrections/updates/revisions
5. Vote to accept corrections/updates/revisions for 11-12 Employee Handbook
6. Other business
7. Adjourn

**Employee Handbook Committee Meeting Minutes**

10/10/11

- Call to order
- Roll – Haven David (Chair), Larry Jordan (note-taker), John Hardin, Joe Hite, Garry David, Shana Munson (for Gary Don Harkey), Gina White
- Discuss changes for 11-12 Employee Handbook (See attached)
- Clarification on changes noted in Dr. Harkey's notes need to be discussed with Dr. Harkey when he returns.
- Motion to adjourn.

**Employee Handbook Committee Follow-up Notes**

November 2011

- Larry Jordan set up Employee Handbook Committee on Blackboard. (See Blackboard)
- Each member had opportunity to review changes to 2011-2012 Employee Handbook discussed during the October meeting and make any further suggestions for changes/updates.
- All updates/changes were voted on for final presentation to the Board at the November 2011 Board of Trustees meeting.
- The 2011-2012 Employee Handbook was presented to the Board members for review.
- The 2011-2012 Employee Handbook was approved by the Board of Trustees during the November 16, 2011 Board Meeting.