

**Employee Handbook Committee Meeting
October 24, 2014
Agenda**

- I. Call to Order
- II. Roll
- III. Determine volunteer to take notes
- IV. Review Purpose/Responsibilities of Committee
- V. New Business
- VI. Other business
- VII. Determine next meeting
- VIII. Adjourn

**Employee Handbook Committee Meeting
October 23, 2014
Minutes**

- I. Haven David called the meeting to order at 9:00 a.m., welcomed new members.
- II. Members in attendance: Ellen Binion, Scott Hamilton, Will Robertson, Karen Defoor, John Hardin, Joe Hite, Garry David, Vicki Bradley, Mindi Flynn, and Haven David, Chair.
- III. Vicki Bradley volunteered to take notes.
- IV. Reviewed Purpose/Responsibilities of Committee.
- V. Discussed updates for the handbook. She noted that the Substantive Changes policy will be added.
- VI. Please submit any suggestions for clarity and/or recommended changes to Ms. David before the next meeting.
- VII. No identified areas of revisions were suggested at this time. If anyone finds any additions/edits/clarifications, please submit them to the appropriate office/area first.
- VIII. Garry David suggested the table of content link to specific sections to better locate pertinent information. Ms. David commented that each section is linked and all you have to do is click on it. For the future, Michelle Alexander is looking into a program for the catalog online which could also be used for the handbook. This would make navigation much simpler.
- IX. No other business
- X. The next meeting will be held in February, exact date will be announced.
- XI. With no further discussion, Garry David made a motion to adjourn meeting. Scott Hamilton seconded motion. Meeting adjourned.

Vicki Bradley
Recorder

11/10/2014
Date