

**Employee Handbook Committee Meetings**  
**March 8, March 30, April 15, June 27, July 7 & July 20, 2016**  
**Agenda**

- I. Meetings held electronically
- II. Review current Employee Handbook or current draft of 16-17 Employee Handbook
- III. Send recommended updates, revisions, additions to Chair by due date
- IV. Approve via email updates, revisions and additions for presentation to Board of Trustees
- V. 16-17 Employee Handbook presented for approval to Vernon College Board of Trustees

**Employee Handbook Committee Meetings**  
**March 8, March 30, April 15, June 27, July 7 & July 20, 2016**  
**Minutes**

- I. Haven David, committee chair, send out PDF version of current handbook to all committee members for their review on February 9, 2016.
- II. Members in attendance via email: Dr. Gary Don Harkey, Joe Hite, Garry David, Tracie Fulton, Thomas Hickey, Will Robertson, Dr. Scott Hamilton, Mindi Flynn, Vicki Bradley, Nancy Arnold, Ellen Binion and Tami Hastwell.
- III. First Draft of updates, revisions, additions were due and turned in March 8, 2016.
- IV. Haven David, committee chair, compiled all recommendations into the 1<sup>st</sup> draft of the 16-17 Employee Handbook and sent them out to the committee for a second review on March 30, 2016.
- V. Second round of recommended revisions, etc. were due and turned in April 15, 2016.
- VI. Second/final draft was compiled and sent back out to the committee members on June 27, 2016 with a due date for final approval of July 7, 2016.
- VII. Final draft was approved by the committee via email vote.
- VIII. Final 2016-2017 Employee Handbook was presented to the Vernon College Board of Trustees and approved by said board on July 20, 2016.
- IX. New 2016-2017 Employee Handbook will be posted on the VC website and sent out to all employees as a training module in SafeColleges during the month of August.

Haven David  
Recorder

08/16/16  
Date