

**2015-2016  
Annual  
Committee/Advisory Council Report**

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Committee Name: Employee Handbook Committee

Chairperson: Haven David

List of members: Dr. Gary Don Harkey, Joe Hite, Garry David, Traci Fulton, Thomas Hickey, Will Robertson, Dr. Scott Hamilton, Mindi Flynn, Vicki Bradley, Nancy Arnold, Ellen Binion, Tami Hastwell

Dates of meetings: 3/8/16, 3/30/16, 4/15/16, 6/27/16, 7/7/16, 7/20/16

Accomplishments: Reviewed prior year Employee Handbook, updated/revised, approved for Board of Trustee approval, posted and sent to all employees for review

Recommendations: see items highlighted in yellow in 2016-2017 Employee Handbook

Membership suggestions: Replace Dean Hardin, Karen Defoor and fill 2 professional staff positions

Agendas, exhibits and minutes posted to Vernon College web site address: Yes

Submitted by: Haven David

Date submitted: 08/16/16