

Annual Committee Report

Committee Name: Employee Handbook Committee

Chairperson: Haven David

List of members: Shana Drury, Joe Hite, Garry David, Jim Nordone, Traci Fulton, Thomas Hickey, Tammy Majewski, Katrina Gundling, Jason Scheller, Mindi Flynn, Dr. Donnie Kirk, Sjhonton Fanner, Vicki Bradley, Nancy Arnold, Ellen Binion, Tami Hastwell, Sabre Sharp

Dates of meetings: November 17, 2017; April 27, 2018; June 26, 2018 electronic meeting

Accomplishments: Updates were made to the 2018-2019 Employee Handbook. The committee approved the updated version on June 26, 2018 electronically. The Board of Trustees approved the 2018-2019 Employee Handbook at the meeting July 11, 2018. This version of the handbook will be on our new SmartCatalog software.

Recommendations: None

Membership suggestions: Dr. Elizabeth Crandall has filled the Vice-President of Instructional Services position and will be on the member list for next year.

Attachment of agendas and minutes, including attendance (if not posted on website) Posted to website for November 17, 2017 & April 27, 2018. The June 26, 2018 meeting was electronic with the draft of the 18-19 handbook being sent out of review. The committee approved the final version on June 26th.

Submitted by: Haven David

Date submitted: July 18, 2018