

Employee Handbook Committee Meeting

April 27, 2018

Agenda

1. Call to Order
2. Roll
3. Review/approve November 17 meeting minutes
4. Determine section reviewers
5. SmartCatalog updates
6. Other business
7. Adjourn

Minutes

Meeting was called to order at 9:01 a.m.

Those in attendance included: Haven David – Chair, Tom Hickey, Traci Fulton, Jason Scheller, Mindi Flynn, Sabre Sharp, Vicki Bradley, Garry David, Donnie Kirk and Katrina Gundling. Those absent were: Shana Drury, James Nordone, Joe Hite, Tammy Majewski, Sjhonton Fanner, Nancy Smith, Ellen Binion, Tami Hastwell.

Minutes from the November 17th meeting had been reviewed by all present prior to this meeting. No suggestions for changes. Mindi Flynn made a motion to approve the minutes as entered. Jason Scheller seconded the motion. The motion passed.

Section review of the Employee Handbook was discussed. Sections will be reviewed by the following:

Section A&B Governance – Vicki Bradley

Section C&D Human Resources – Haven David

Section E Information Technology – Ivy Harris (not on committee)

Section F Instruction – Shana Drury, Tom Hickey, Tracie Fulton, Katrina Gundling

Section G Student Services – James Nordone, Sabre Sharp

Section H Business – Garry David, Mindi Flynn

Section I & J Institutional Advancement and Marketing – Donnie Kirk, Jason Scheller

Section K Physical Plant – Garry David, Mindi Flynn

Appendix – All as pertain to their section

WORD formatted sections will be sent to each reviewer next week. Deadline to get changes/corrections in will be the end of May. Review and approval of the edited handbook will be in June with the final version going to the Board of Trustees for approval in July.

No other business.

Garry David made a motion to adjourn. Donnie Kirk seconded the motion.

Meeting was adjourned at 9:11 a.m.