

Employee Handbook Committee Meeting
May 9, 2014
Agenda

- I. Call to Order
- II. Roll
- III. Determine volunteer to take notes
- IV. Approve 2/7/14 meeting minutes.
- V. Old Business
- VI. TASB changes for 2014-2015 which affect the Employee Handbook.
- VII. Other business
- VIII. Determine next meeting
- IX. Adjourn

Employee Handbook Committee
May 9, 2014
Minutes

- I. The meeting was called to order at 9:01 a.m. by Haven David, Chair.
- II. Members in attendance were: Haven David-Chair, Garry David, Mindi Flynn, Dr. Gary Don Harkey, Joe Hite, Vicki Bradley, John Hardin, Ellen Binion, Will Robertson, Nancy Arnold, and Scott Hamilton.
- III. Vicki Bradley agreed to take minutes.
- IV. Joe Hite made a motion to approve the minutes from the February 7, 2014 meeting. Garry David seconded the motion. Motion approved.
- V. Old Business:
Changes/deletions/updates to the Employee Handbook have been made to reflect the February 7, 2014 meeting.
- VI. TASB Changes for 2014-2015 which affect the Employee Handbook.
Discussed TASB changes for the 2014-2015 academic year which will affect Employee Handbook, after revisions discussed are completed, Haven will email a copy to the committee members for review.

Haven asked for committee members to review Group Benefits on page 38, for discussion at the next meeting.
- VII. Other Business:
Discussed suggestions for review on the following:
Page 26 - Work and/or Office Hours
Page 48 - Faculty Status
Page 49 – Faculty Orientation
Substantive changes added to Academic Council.
Changes for per diem per approval of the VC Board of Trustees, effective 9/1/14.

The revision/deletions/updates will be made by Haven, then she will send the final copy out for review.
- VIII. The next meeting will be held at 2:00 pm on Wednesday, May 28th in rooms 423/717.
- IX. With no further discussion, John Hardin made a motion to adjourn, Mindi seconded the motion, the meeting adjourned at 9:15 a.m.