

Employee Handbook Committee Meeting
May 28, 2014
Agenda

- I. Call to Order
- II. Roll
- III. Approve 5/9/14 meeting minutes.
- IV. Old Business
- V. TASB changes for 2014-2015 which affect the Employee Handbook.
- VI. Additional updates/changes.
- VII. Review new policies (Criminal Background & Tobacco)
- VIII. Other Business
- IX. Adjourn

Employee Handbook Committee
May 28, 2014
Minutes

- I. The meeting was called to order at 2:03 p.m. by Haven David, Chair.
- II. Members in attendance were: Haven David-Chair, Garry David, Dr. Gary Don Harkey, Joe Hite, and John Hardin.
- III. Garry David made a motion to approve the minutes from the May 9, 2014 meeting. Gary Don Harkey seconded the motion. Motion approved.
- IV. Old Business:
Changes/deletions/updates to the Employee Handbook are in progress.
- V. 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.
- VI. Additional Updates:
Discussed suggestions for review on the following:
Addition of a Workers Compensation policy, Confidentiality policy, strengthening the Absenteeism policy to be made for next meeting.
Addition to Faculty Orientation, PASS Department, Academic Counsel.
Rewording of Academic Integrity and Appendix L.
Slight changes to Curricula Review Process and Credit for Non-Degree Programs

The revision/deletions/updates will be made by Haven, then she will send the final copy out for review.
- VII. Review new policies (Criminal Background & Tobacco)
Criminal Background Check policy – suggested to remove #5 in definitions, reword #1 in Procedures and delete #3, as well as some rewording of Employee Disclosure.
Tobacco Use policy – add (except for designated areas) at the end of B.2.b
- VIII. Other Business
No other business.
- IX. With no further discussion, Garry David made a motion to adjourn, John Hardin seconded the motion, the meeting adjourned at 3:50 p.m.