

**Employee Handbook Committee Meeting**  
**February 10, 2017**  
**Agenda**

- I. Call to Order
- II. Roll Call
- III. Approve December 2, 2016 minutes.
- IV. Discuss any updates/changes needed following section review assignments.
- V. Determine next steps.
- VI. Adjourn

**Minutes**

Meeting was called to order at 11:00 a.m.

Members in attendance included: Haven David – Chair, Debbie Alexander, Vicki Bradley, Sabre Sharp, Mindi Flynn, Dr. Gary Don Harkey, Garry David, Tom Hickey, Jason Scheller, Joe Hite, James Nordone, Will Robertson. Those absent were Traci Fulton, Scott Hamilton, Katrina Brasuell, Nancy Arnold, Ellen Binion, and Tami Hastwell.

Minutes were reviewed from the December 2, 2016 electronic meeting. Dr. Harkey made a motion to approve the minutes as documented. Mindi Flynn seconded the motion. The minutes were approved.

Updates/changes needed for the 17-18 Employee Handbook discussed are listed below.

- 1) Dr. Harkey discussed the section regarding Fridays. He stated that most faculty have a 4 day teaching schedule and Fridays are set aside for meetings. The intention of this section is that faculty will be available from 8 a.m. – 12 noon on Fridays for office hours and meetings.
- 2) Page 27 & 53 – need to work on clarification and send out to faculty committee members for review prior to next meeting.
- 3) Page 54 – section referring to grades does not match page 70 of the catalog. Joe Hite will look at this, but it looks like the catalog is correct and the handbook needs to match.
- 4) Page 63 – SACS-COC does not say faculty has to be evaluated annually, so handbook needs to restate “regularly”. Haven David will double check TASB (there is not reference in the handbook to TASB) to make sure there is nothing stated there that contradicts.
- 5) Joe Hite questioned in Section A if we need to state the Philosophy, Values and Vision. Also a question regarding the Accreditation Statement (additional info). And if the AA/EEO statements need to be in this section. Haven David will confer with Betsy Harkey on this.
- 6) Tom Hickey has sent a few questions to the chair prior to the meeting. These were discussed.

- a. Page 56 Academic Regulations – Attendance; it was determined that we need to change the wording in the last line from “will necessarily” to “may”.
- b. Questions regarding Adjunct Teaching Load were clarified for Mr. Hickey by Dr. Harkey.
- c. We need to add “Sexual Orientation” to the definition of harassment.

Members agreed to have changes to Haven David by early April. She will construct the first draft and schedule a meeting in April. The 17-18 Employee Handbook needs to go to the Board of Trustees by the July meeting for approval.

Mindi Flynn made a motion to adjourn. Joe Hite seconded the motion. Meeting was adjourned at 11:45 a.m.