

Employee Handbook Committee Meeting

February 8, 2019

Agenda

1. Call to Order
2. Roll
3. Comments and suggestions for areas reviewed.
4. Set deadlines for first draft and final draft.
5. Other business
6. Adjourn

Minutes

Meeting was called to order at 9:00 a.m.

Members in attendance were: Haven David – chair, Dr. Elizabeth Crandall, Jason Scheller, Dr. Donnie Kirk, Sabre Sharp, Vicki Bradley, Shana Drury, Mindi Flynn, Sjhonton Fanner, Garry David, Ellen Binion, Traci Fulton, Rheasa Onder and Tammy Majewski. Absent were: Dr. James Nordone, Tom Hickey, Katrina Gundling and Nancy Arnold.

Minutes from the last meeting as well as the minutes from this meeting will be emailed out for review and voting on approval.

Only a few committee members had begun reviewing the current Employee Handbook for revisions/suggestions. Sections were volunteered/assigned for review as follows:

- Section A&B – Vicki Bradley
- Section C&D – Haven David, Rheasa Onder
- Section E – Garry David (with Ivy Harris and Runbiz)
- Section F – Dr. Crandall, Shana Drury and Jason Scheller
- Section G – Dr. Nordone, Sabre Sharp and Sjhonton Fanner
- Section H – Garry David, Mindi Flynn
- Section I – Garry David (with Michelle Alexander)
- Section J – Jason Scheller (with Holly Scheller)
- Section K – Garry David, Sjhonton Fanner

Each will review the Appendices that relate to their sections of review as they go through as well as the Board Policy (TASB) references for accuracy.

Deadlines for revisions for the first draft will be April 15th.

Final Draft will be submitted to the committee before graduation in May for final review.

Meeting was adjourned at 9:10 a.m.