

Employee Handbook Committee Meeting
May 12, 2017
Agenda

- I. Call to Order
- II. Roll
- III. Discuss April 7, 2017 electronic meeting minutes.
- IV. Discuss any updates/changes needed following TASB updates review.
- V. Determine date for final edits.
- VI. Adjourn

Minutes

Meeting was called to order at 9:04 a.m.

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

Minutes were reviewed from the April 7, 2017 electronic meeting. Garry David made a motion to approve the minutes as documented. Jason Scheller seconded the motion. The minutes were approved.

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

- 1) The new Sick Bank policy will need to be added.
- 2) Will be getting an updated Social Media policy that will need to be added.
- 3) Once the Campus Carry policy is approved it also will be added.
- 4) Garry David reminded us to add the addendum to the purchasing policy made mid-year last year.
- 5) Dr. Harkey noted that there will be an addendum later to the Professional Development policy.
- 6) It was suggested to add Dr. Johnston's picture to the welcome page.

Members agreed to have final edits to Haven David by June 22, 2017.

James Nordone made a motion to adjourn. Jason Scheller seconded the motion. Meeting was adjourned at 9:10 a.m.