

Employee Handbook Committee Meeting

November 17, 2017

Agenda

1. Call to Order
2. Roll/ Introduction of New Members
3. Review Purpose and Responsibilities
4. Review and approve May and June meeting minutes
5. Discuss SmartCatalog
6. Other business
7. Adjourn

Minutes

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

Roll call and introduction of new committee members – Shana Drury and Sjhonton Fanner. Tammy Majewski and Donnie Kirk, also new members, were not able to attend.

Those in attendance were: Haven David – Chair, Shana Drury, Joe Hite, Garry David, Jim Nordone, Thomas Hickey, Katrina Brasuell, Sjhonton Fanner, Vicki Bradley, Nancy Arnold, Ellen Binion and Sabre Sharp. Absent were: Traci Fulton, Tammy Majewski, Jason Scheller, Mindi Flynn, Donnie Kirk and Tami Hastwell.

The Purpose and Responsibilities of the committee were briefly reviewed.

Minutes for the May 2017 and June 2017 meetings were reviewed with no changes mentioned. A motion to approve both was made by Joe Hite with a second from Jim Nordone. The motion passed.

There was discussion on the Employee Handbook moving to an electronic version called SmartCatalog. This should make updates and revisions much more efficient and the timing of approval of the final drafts easier.

Next meeting will be held some time in February with hopefully a demo of the new format. No other business.

Meeting was adjourned at 9:05 a.m.