

**Employee Handbook Committee Meeting
February 13, 2015
Agenda**

- I. Call to Order
- II. Roll
- III. Approve minutes from 10/24/14
- IV. Old Business
 - Substantive Change Policy
- V. New Business
 - Grievance Procedures
 - Concealed Handgun
- VI. Other business
- VII. Determine next meeting
- VIII. Adjourn

**Employee Handbook Committee Meeting
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Minutes**

- I. Haven David called the meeting to order at 9:00 a.m.
- II. Members in attendance: Nancy Arnold, Ellen Binion, Scott Hamilton, Linda Haney, Will Robertson, Karen Defoor, Clara Garza (*sitting in for John Hardin*), Joe Hite, Garry David, Vicki Bradley, Mindi Flynn, Tami Hastwell, Dr. Gary Don Harkey, and Haven David, Chair.
- III. Minutes from the October 24, 2014 meeting were read. A motion was made from Garry David to approve the minutes as presented. Mindi Flynn seconded the motion. Motion carried.
- IV. Old Business: Ms. David reported that the Substantive Change Policy has been approved by the Board of Trustees to be added to the Employee Handbook. The policy is currently located on the VC web, which can be found under College Effectiveness. It will be added to the Employee Handbook for 2015-16.
- V. New Business:
 - Grievance Procedures – Reviewed written protocol of the Hearing Procedures submitted by Greg Fowler, Chairman of the Grievance Committee.
 - Concealed Handgun – Discussed the bill filed by representatives and senators that would allow the concealed carry of handguns on college and university campuses. House Bill 937 and Senate Bill 11, together known as the Campus Personal Protection Act. The bills do not allow campuses to establish their own rules and regulations concerning the program's use on their campus. If this bill does pass, the policy will need to go thru the Safety Committee. Ms. David stated that ideas and/or thoughts may be forthcoming.

VI. Other Business – Dr. Gary Don Harkey discussed overload limits as stated in the TASB policies.

Ms. David explained that the 1st draft of changes/deletions/additions/rewordings to the Handbook are due by April 15th. Please email your changes/deletions/additions/rewordings to her, she will then bring them to the committee meeting for discussion.

VII. With no further discussion, Garry David made a motion to adjourn meeting. Joe Hite seconded the motion. Meeting adjourned at 9:15 am.