

Employee Handbook Committee Meeting
May 8, 2015
Agenda

- I. Call to Order
- II. Roll
- III. Approve minutes from 02/13/15
- IV. Old Business
Review of changes made to handbook to date
- V. New Business
Set deadline for final changes
- VI. Determine next meeting
- VII. Adjourn

Minutes

- I. Haven David called the meeting to order at 10:02 a.m.
- II. Members in attendance: Dr. Scott Hamilton, Will Robertson, Karen Defoor, John Hardin III, Garry David, Vicki Bradley, Mindi Flynn, Tami Hastwell, Dr. Gary Don Harkey, and Haven David, Chair.
- III. Minutes from the February 13, 2015 meeting were reviewed with the following changes being made: correction of spelling of Tami Hastwell and addition of “do not” in paragraph regarding Concealed Handgun. A motion was made from Garry David to approve the minutes with these changes. John Hardin seconded the motion. Motion carried.
- IV. Old Business: Updates to the handbook to date have been reviewed by all present.
- V. New Business:

Scott Hamilton has agreed to help get the current handbook formatted consistently once changes have been made.

License renewal requirements – Dr. Harkey and Haven had discussed the need to add to the handbook a paragraph addressing those instructors who are required to hold specific licenses. These instructors are required to hold a current license and we need to add wording putting the responsibility of providing proof of renewed license to their directors and to the HR office for placement in their personnel file. Dr. Harkey will work on this wording.

Vicki Bradley had several questions on areas of the handbook. Most were inconsistencies in wording throughout the handbook, titles, etc. These will be reviewed and corrected by Haven for the next review. Some of the issues will be corrected when Dr. Hamilton formats and realigns.

Deadline for final changes – All changes/updates must be in to the HR office by June 8th. Haven will make changes and get the handbook to Dr. Hamilton for formatting by June 15th. Dr. Harkey

made a motion to approve the final deadline date. John Hardin seconded the motion. Motion carried.

VI. Next Meeting – will be determined after final changes are in.

VII. With no further discussion, John Hardin made a motion to adjourn meeting. Mindi Flynn seconded the motion. Meeting adjourned at 10:38 am.