

## Employee Handbook Committee Meeting

October 5, 2018

### Agenda

1. Call to Order
2. Roll/ Introduction of New Members
3. Review Purpose and Responsibilities
4. Review and approve April 27, 2018 meeting minutes
5. Discuss future SmartCatalog review and edits
6. Other business
7. Adjourn

### Minutes

Meeting was called to order at 9:30 a.m.

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

New members Dr. Crandall and Rheasa Onder were introduced.

Discussion was held regarding the purpose and responsibilities of the Employee Handbook Committee. Each member was asked to begin reviewing the areas of the Employee Handbook that pertained to them/their position and send me any changes or suggestions for updates/additions they discovered. In the spring we will assign specific sections for each member to review again.

Minutes from the April 27, 2018 meeting had been emailed to all members prior to the meeting for review. There were no suggestions for changes. Dr. Kirk made a motion to approve the minutes as noted. Vicki Bradley seconded the motion. All members present approved.

A short discussion regarding the new SmartCatalog version of the Employee Handbook was held. All members present agreed that it was easy to access. Garry David asked if we could highlight the changes as we have in the past before sending to the committee for final review. If

all changes are sent in timely we should be able to convert the handbook to Word format and go through and highlight.

There was no other business.

Shana Drury made a motion to adjourn. Dr. Crandall seconded the motion. Meeting was adjourned at 9:40 a.m.