

**Employee Handbook Committee Meeting**  
**February 7, 2014**  
**Agenda**

- I. Call to Order
- II. Roll
- III. Determine volunteer to take notes
- IV. Review Purpose/Responsibilities of Committee
- V. Discuss committees' review of handbook and suggestions for improvements for ease of use and information access.
- VI. Discuss committees' suggestions for clarity and recommended changes.
- VII. Discuss any identified areas where writings need revisions. Edit where appropriate. If more detail is needed, identify what needs to be clarified/enhanced and the appropriate office/area to do so
- VIII. Identify information not in handbook that should be included.
- IX. Other business
- X. Determine next meeting
- XI. Adjourn

**Employee Handbook Committee**  
**February 7, 2014**  
**Minutes**

- I. The meeting was called to order at 9:10 a.m. by Haven David, Chair.
- II. Members in attendance were: Haven David-Chair, Garry David, Mindi Flynn, Dr. Gary Don Harkey, Joe Hite, Vicki Bradley, Kristin Neeb, and Scott Hamilton.
- III. Dr. Harkey recommended Vicki Bradley for note taker, she accepted.
- IV. Discussed the purpose of the committee to review and suggest changes in current employee handbook to ensure clarity of information and to update policies. The handbook should address the needs of the faculty, professional staff, classified staff (exempt and nonexempt) and administrative staff.
- V. It was noted that the previous meeting changes/additions are highlighted in yellow in the current Employee Handbook.
- VI. Suggested changes listed by Deans:
  - Garry David: Deletions/Additions/Rewording on pages 76, 83, 85-86, 90 and 91.
  - Dr. Harkey: Deletions/Additions/Rewording on pages 15, 17, 29, 30, 49, 50, 52, 53, 54, 56, 57, 60, 61, 62, 66, 68, and 69.
  - Joe Hite will submit the verbiage the addition of Run Sync information to be added to Employee Handbook, possibly after Grant Writing.
- VII. Discussed areas where writings need revisions. Will review and identify areas that need clarifications and enhancements, then contact the appropriate office/area to do so.
- VIII. Telecommunications will be added in pertinent areas.
- IX. Deletions/Additions/Rewording will be completed for approvals.
- X. The next meeting will be determined at a later date.
- XI. With no further discussion, the meeting adjourned at 10:30 a.m.