MEMO
To: Nancy Dust, Administrative Assistant
From: Judy Sharp, Employee Handbook Committee
Date: January 12, 2010
Re: Mid-Year Committee Reports – Employee Handbook

The Employee Handbook Committee met in session on March 27, April 10, April 17, May 1, May 8, May 15, September 11, September 25, October 9, October 13, October 23, October 30 and November 13. Committee members Libby Cone, Karen Owens, Judy Sharp, Jerry Smith, Dan Lindsey, Tracie Morris and Linda Taylor served from March 27 through May 15. At this time, the committee structure changed with the retirement of Libby Cone and replacement of Earlene Martz. Judy Sharp was assigned to the position of chairperson.

In March, the handbook was approved by Dr. Johnston. The committee proofread all revisions to this point and prepared the instrument for approval by the administrative council.

In September, Earlene Martz became a member of the committee and Judy Sharp assumed the role of chairperson. At this time, the committee began revisiting the handbook and incorporating recommendations for revisions per Dr. Dawe’s suggestions. Also, the committee contacted individual committee chairpersons for any changes that might be applicable to the update.

In October, the committee received responses from committee chairpersons and proceeded to make the revisions as needed. The first draft of the revised handbook was completed.

In November, the committee met for the last time. As per the revised handbook, the Employee Handbook Committee is discontinued. In the future, a task force will be appointed by the President to update as needed.