



OZARKA COLLEGE

EMPLOYEE HANDBOOK COMMITTEE

Friday, April 25, 2008, 10:00 A.M. Chairperson Libby Cone along with employee handbook committee members Judy Sharp, Karen Owens, Dan Lindsey, and Jerry Smith met in the conference room to discuss revisions that have been made to the current handbook of Ozarka College. Committee members Tracie Morris and Linda Taylor were absent.

The meeting consisted of roundtable discussions and presentations as follows:

- ✚ Judy Sharp exhibited the cover that she designed for the handbook. All members approved the new cover.
- ✚ Judy Sharp stated that she has finished typing the revisions for chapter one.
- ✚ Karen Owens revised the Request for Vehicle Use.
- ✚ Libby Cone collected Zelda Wilkerson's updated information.
- ✚ Dan Lindsey updated the Library Resources and the Media Resources, and combined the two resources as one unit.
- ✚ Dan Lindsey suggested putting campus maps in the employee handbook. This suggestion was met with approval.

The committee recommends forgoing the next schedule meeting since it is the day after graduation. The next meeting is set for Friday, May 16, 2008 at 10:00 A.M.

Judy Sharp motioned for meeting to be adjourned: 10:45 A.M.

-Karen Owens, Reporting