



**OZARKA COLLEGE**

**EMPLOYEE HANDBOOK COMMITTEE**

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Friday, April 10, 2009, Employee Handbook Committee members Judy Sharp, Dan Lindsey, Karen Owens, Jerry Smith, and Tracie Morris met at 8:15 A. M. in the testing center of the Admissions Office. Committee members Libby Cone and Linda Taylor were absent.

The committee members discussed the format of the material, grammatical errors, and professional appeal. The next meeting will be a continuation of this process.

Motion to adjourn was made by Tracy Morris. The committee will meet again on Friday, April 17<sup>th</sup> at 8:15 A.M. in the testing center.

The meeting was adjourned at 10:10 A.M.

-Karen Owens, Reporting