



OZARKA COLLEGE

EMPLOYEE HANDBOOK COMMITTEE

Friday, September 05, 2008, Employee Handbook Committee members Karen Owens, Judy Sharp, Tracie Morris, Jerry Smith, Linda Taylor and Dan Lindsey met at 1:00 P. M. in the conference room of the administrative building. Libby Cone was absent.

- ✚ Judy Sharp reviewed the changes in the handbook from Chapter One with the committee. There were two suggested modifications: 1) Remove the faculty council and committees section from the "Standing Committees Initiated by the Faculty" division 2) Change the wording to address reporting injuries by contacting their supervisor in the "Attendance and Working Hours" section.

- ✚ Tracie Morris reported that she had spoken to Dr. DeLong regarding Chapter Five "Academic Policies and Procedures". She reports that Dr. DeLong wants to incorporate this information into the Faculty handbook," and asked if we wanted to eliminate Chapter Five "Academic Policies and Procedures" from the employee handbook. Detailed discussion on the subject concur that faculty members are employees and all information concerning all employees should be included in the employee handbook. However, the information should be verbatim with the faculty handbook. Therefore, Chapter Five will be shelved until the faculty handbook has been completed at which time it will be included with the Faculty division.

The next meeting is scheduled for Friday, September 19th at 1:00 P.M. All members should have read Chapter Three in its entirety prior to meeting time to address any recommended changes.

The meeting was adjourned at 1:45 P.M.

-Karen Owens, Reporting