



OZARKA COLLEGE

EMPLOYEE HANDBOOK COMMITTEE

Wednesday, July 30, 2008, Employee Handbook Committee members Chair Libby Cone, Karen Owens, Jerry Smith, and Judy Sharp met at 3:00 P. M. in the student center of the administrative building. Non-attendees were Tracie Morris, Linda Taylor and Dan Lindsey.

The committee met to review segments of the on-going Employee Handbook: Chapter 1, Chapter II, and Chapter IV. Suggested revisions include:

- ✚ Separation of Vision and Values in the Table of Contents.
- ✚ Chapter Separations to include categorical titles.
- ✚ Organizational chart was provided by Jerry Smith.
- ✚ Include original date of Ozarka College in the accreditation section.
- ✚ Check with Joan Stirling for verification on tornado and weather safety as documented in the Crisis Manual.
- ✚ Omit any information that has been included twice that is not pertinent to the manual divisions.
- ✚ Move "Chemical Right to Know" section to Health and Safety Policies.
- ✚ Omit actual mileage rate allocated for travel and incorporate mileage chart.
- ✚ Add purchase order to request for Name Tag.

A tentative meeting is scheduled for Friday, August 8, 2008. Due to the registration process and in-service workshops, time is unplanned and date may be changed.

The meeting was adjourned at 4:15 P.M.

-Karen Owens, Reporting