



OZARKA COLLEGE

EMPLOYEE HANDBOOK COMMITTEE

Thursday, May 19, 2008, Chairperson Libby Cone called the Employee Handbook Committee meeting to order at 10:02 A. M. in the conference room of the main building. Attendees included Karen Owens, Dan Lindsey, Jerry Smith, Tracie Morris, and Libby Cone. Non-attendees were Judy Sharp and Linda Taylor. Dr. Michael DeLong was invited to attend the meeting and was asked to look over specific parts of the handbook regarding professionalism, instructor information, and faculty sections.

The meeting consisted of a review of the work in progress and the following items were discussed:

- ✚ Chapter One of the handbook is almost completed.
- ✚ Jerry Smith continues to work on the holiday schedule for the handbook. Tracie Morris asked why Martin Luther King's Birthday is not included in the holiday schedule. She pointed out that if the college wants to address diversity and if the college wants to incorporate diversity into the NCA accreditation, Martin Luther King's Birthday needs to be included in the schedule to avoid prejudice issues.
- ✚ Libby Cone states that she has the benefits and compensation sections almost finalized. The non-smoking policy needs to be updated according to the latest board's decision regarding smoking.
- ✚ Tracie Morris will revise the "Chemical Right to Know" section listed under General Policies. She suggested combining the student organization and Phi Theta Kappa as one component, and she will peruse the faculty information portion to obtain insight and will collaborate with Dr. DeLong about her findings.
- ✚ Dan Lindsey will do a follow-up on the employee campus maps.

The next meeting is scheduled for Monday, June 02, 2008 at 10:00 A.M.

The meeting was adjourned at 10:45 A.M.

-Karen Owens, Reporting