



OZARKA COLLEGE

EMPLOYEE HANDBOOK COMMITTEE

Tuesday, November 13, 2007, 2:00 P.M. Chairperson Libby Cone along with employee handbook committee members Judy Sharp and Karen Owens met in the conference room to review and discuss revisions to the current handbook of Ozarka College. Committee members Linda Taylor, Jerry Smith, Tracie Morris, and Dan Lindsey were not in attendance.

Libby Cone gave each person a current handbook. As each page was viewed, suggestions were made about changes. Some of these suggestions included:

1. An impressive cover and separation sheets
2. Bring college background up-to-date
3. Read thru "on our own" to note changes
4. Delete "Physical Therapy Program"
5. Add "Associate of Arts in Teaching Degree"
6. Use catalog as resource guide
7. Verify board information with Policies and Procedures Manual

The Table of Contents was scanned to see who we needed to contact to implement changes in individual areas. The following recommendations were made:

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|-----------------------|------------------------------|
| 1. Zeda Wilkerson | - Page 33 |
| 2. Brad Holloway | - Page 5 |
| 3. Ron Helm | - Pages 14-15 |
| 4. Dan Lindsey | - Page 28-29, 32 |
| 5. Joan Stirling | - Page 4-5, 29 |
| 6. Tina Wheelis | - Page 29-31 |
| 7. Ronny Rush | - Page 31 |
| 8. Dr. Dusty Johnston | - Page 44-48 |
| 9. Dr. Mike DeLong | - Page 9-13, 15-28, 37-44 |
| 10. Libby Cone | - Page 7-8, 28, 33-37, 48-54 |
| 11. General Policies | - Reference BPPM |
| 12. Forms | - Reference Web Pages |

Old forms will be replaced with those on the website. A new chart of accounts will be requested from Scott Pinkston.

In looking at two college handbooks, we agreed that we liked the section dividers from Mid-South Community College.

Meeting was adjourned at 3:30 P.M.

-Karen Owens, Reporting