



OZARKA COLLEGE

EMPLOYEE HANDBOOK COMMITTEE

Friday, April 11, 2008, 10:00 A.M. Chairperson Libby Cone along with employee handbook committee members Judy Sharp, Karen Owens, Dan Lindsey, Linda Taylor, and Jerry Smith met in the conference room to discuss revisions that have been made and future revisions to the current handbook of Ozarka College. Committee member Tracie Morris was absent.

Libby Cone reiterated that in the previous meeting we discussed and were in favor of using some of the format—columns and bullets—similar to Mid-South College Employee handbook. Jerry Smith suggested an updated College Holidays page and handed out a sheet to preview. Karen Owens submitted the updated sections from Joan Stirling and Karla Rush for revision. Other things discussed and agreed upon were:

1. Bi-monthly meetings, beginning April 25th, 10:00 A.M.
2. Judy Sharp will type up and compile information as it is submitted
3. Employee Handbook needs to be spiral bound and sent to ASU for print
4. New Organizational Binder to begin new process/delete old process
5. Other employees will be contacted for revisions for their area of expertise

Discussion included changes, approximately one-third, already in place on the website that can be brought up to date in the handbook. Some of these are:

1. Organization chart
2. Mission statement
3. Purchase order

Jerry Smith will check with Scott Pinkston about giving people the ability to edit the handbook in order to revise future editions and will revise the holiday timetable. He suggested that Dan Lindsey include the Ozarka College website in his updated portion of Library/Media section and that the new handbook should be stored on CD Rom. Dan Lindsey agreed to make the revision to the Library/Media section.

Several of the handbook revisions need to be updated by Michael DeLong, Vice President for Academic Affairs; therefore, it was suggested that he should join one of the following meetings for his input. The members of this committee agreed that the new handbook would be submitted to the Administrative Council for approval and sign-off before finalizing the completed project.

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

-Karen Owens, Reporting