

Staff Council Minutes
June 21, 2006

In attendance: Bob Casmus, Richard Pickel, Craig Turnbull, Lori Sipes, Chris Walden, Susan Agner, Suzanne Wilson, Jane Snider, Kathi Welborn, Brenda McIntosh and Allen Hinson.

Newly appointed Staff Council Chair, Bob Casmus opens this mornings meeting and announces that Tonia Black-Gold has agreed to be the new Staff Council Liaison.

Bob gives a short description of the grievance procedures at L-R and Wofford College. Kathi speaks briefly on Centre College's grievance procedures and Allen Hinson gave a brief description of Roanoke College's procedures. Lori Sipes spoke briefly about Presbyterian College and Brenda McIntosh on Birmingham-Southern College. Centre College and Presbyterian have no 'exit interview' when employees are terminated or resign. Roanoke College does have an 'exit interview'.

Our group discussed the importance of an Exit Interview. The exit interview provides closure for the employee as well as the employer. Loose ends can be tied up and questions can be answered concerning Cobra, how much vacation time or exact payment the employee will be receiving.

Margaret Faust, Jean Wurster and Penny Rice are currently serving on our Grievance Committee/The Peer Review Program. Larry Farmer oversees this group. Currently there are several openings for this committee. Staff Council members suggested several names of prospective members. Bob will speak to these people for Staff Council.

Bob would like for Staff Council to look at a cliff notes version of the Staff Handbook in the Spring 2007. The removal of section D of the non-grieve able was also discussed.

Allen Hinson would like to see some closure after a grievance has been brought against you. Currently the complainant receives notification within 5 days. All parties involved should receive prompt notification.

Staff Council agrees that there needs to be a 'check list' of things to be discussed at employee's exit interview. Some of the items that you be included on this checklist are as follows:

- 1- Employee might owe the College money or time.
- 2- College might owe the departing employee money.
- 3- Turn in keys/Lost keys.
- 4- College ID.
- 5- Athletic pass.
- 6- Vacation or personal time taken or not taken.
- 7- Mileage.
- 8- Phone bill.

The next Staff Council meeting will be held on July 11 at 10:00 a.m.