

ERAC Committee Meeting October 2014 Minutes

Newly Appointed ERAC Member Introduction

Randy Shebby, assistant director of Environmental Health & Safety, has been elected to serve on ERAC. Randy fills the position vacated by Cindy Moser. Welcome, Randy!

Continuing Business

Monthly updates from all committees & working groups

REMINDER: Turn in 2-year strategy for each committee & working group by the December meeting

Communications Committee (Chair: Robert Bruneio / Co-Chair: Ashley Baker) – Carla Kologie reported that the communication committee meets every other week.

Four current projects:

1. Focus Group Sharing Session in November;
2. executive & communications committees will work with Pat Johnston to confirm an official mission statement;
3. new ERAC website (waiting on LTS to update the website platform);
4. proposal to keep the ERAC name but add the tagline, “Staff Matters.” Incorporate that tagline in our communication pieces and work on logo. The by-laws indicate that we only need to discuss and vote vs. formal written proposal.

Vote taken at meeting resulted in approval to add tagline ‘Staff Matters’ to ERAC. Lynn Takacs made a motion to modify the bylaws for the next meeting.

Communication’s committee chair & co-chair will attend the October new staff orientation.

Events Committee – (Chair: Glenn Strause / Co-Chair: _____) - Still waiting on a few calls back to confirm dates but there are many events that are tentatively planned.

- Knowledge @ Noon session with Conference Services Scheduled for 10/22/2014
- Knowledge @ Noon session with Admissions confirmed for May.
- Knowledge @ Noon session with Ergonomics confirmed for November.
- Knowledge @ Noon session with Athletics – waiting on confirmation date

The Lehigh Valley Phantoms Game has sold 200 tickets (more than we had expected!) There are still 6 tickets available. They were offered to ERAC members because Glenn will send out another announcement to all Lehigh staff. We also received the contract for the Iron Pigs game and plan to attend in May or June.

REACH – (Chair: Janice Stoudt / Co Chair: _____) – Katie Welsh Radande reported that there are two REACH cohorts for this year. The first cohort has 10 members; the second cohort has 13. The REACH groups will meet for the first time at the end of October. The first presentation to the groups will be given by the 150th Rivalry Committee. REACH committee members will meet monthly to discuss the potential topics for REACH sessions.

Campus Liaison Committee – (Chair: Travis Spencer / Co-Chair Clara Buie) – No new news to report. They plan to schedule a meeting shortly. Lynn has updated the Liaison list and shared with everyone on Google docs.

Working Groups / Campus Representation

Awards (Chair Yatin Karpe Co-Chair Dan Zeroka) - No updates.

By-Laws (Chair: Lynn Takacs / Co-Chair Katrina Kraft) Planning to meet before the next ERAC meeting in November.

Membership/Election (Chair: Katie Welsh Radande / Co-Chair Angela Scott)

Met to discuss options to fill Cindy Moser's position. Committee proposed Randy's appointment and conducted email vote of all members. ERAC is back to full membership at 18. Committee plans to meet again in November and over winter break to prepare for spring elections.

Campus Climate (Chair: Brenda Bachman)

Campus Climate will be meeting soon to begin working on the two-year strategy.

Tradition of Excellence Award

Traditions of Excellence working group will be meeting again soon. If anyone knows someone who is deserving of this award please feel free to nominate them.

Focus Group Update – Communications committee will invite all focus group participants to view the PowerPoint presentation and discuss ERAC's plans based on the feedback received. The biggest staff concern centers around the lack of communication. We will discuss what we have done and will do in response to the feedback.

New Business

- Adopt-A-Family – The idea was suggested that ERAC participate as a group with Lehigh's annual Adopt-A-Family program. Each group is assigned to a specific family and provides gifts from a list. This year's event will be December 4, where the Lehigh groups meet with the families. This is a great way for ERAC – and Lehigh – to get involved in the community and help out. We may be looking to have another group join us to partake in this event (e.g. REACH cohort groups). Please email Carla by noon (10/9) and let her know if you are interested in volunteering. David Joseph is waiting on ERAC's response.
- Other Possible Community Charities
 - Winter Coat Drive for our own students or for Broughal students.
 - Next August – Fill the Bus program for students (fill their book bags with school supplies).
 - Possible ideas for donating/volunteering in the community.

Any spring projects should begin planning now. Bring ideas to the table for discussion and decisions.

Meeting was adjourned at 11:11 a.m. Yatin Karpe made the motion to adjourn the meeting and Angela Scott seconded the motion.