

'15-'18 Term

Elizabeth (Liz) Miller-Coleman, CHAIR
Robin A Schenkel, SECRETARY
Peter Bryan
Mary Jo McNulty
Traci Mindler
Jennifer Topp

'16-19 Term

Ellen Liebenow, VICE CHAIR/TREASURER
Deborah Henritzky
Liz Hill
Ellen Zimmer Lewis
Rose Ann Martinuzzi
Christopher Ottey
Marlene Vant Hoogt
Michael Weaver

'17-20 Term

Donna Clearie
Andrea Deimel
Christina Finley
Cassandra Foy
Jessica Manno
Timothy Palumbo
Casey Petroski
Susan Szilagyi

Judy Zavalydriga, EX-OFFICIO - Human Resources Representative
Vacant, EX-OFFICIO – 2016/2017 ERAC Chair

MINUTES
EMPLOYEE RELATIONS ADVISORY COMMITTEE MEETING
Wednesday, August 9th, 2017
10:00am-12:00pm / UC 303AB

ATTENDANCE:

Peter Bryan, Donna Clearie, Andrea Deimel, Ellen Liebenow, Jessica Manno, Rose Ann Martinuzzi,
Liz Miller-Colman, Robin Schenkel, Susan Szilagyi, Jennifer Topp, Marlene Vant Hoogt, Michael Weaver
Judy Zavalydriga

1. Opening
 - Chair Liz Miller-Colman called the Wednesday, August 9th, 2017 session of the Employee Relations Advisory Committee meeting to order at 10:00am.
 - Liz welcomed the attendees to the new academic year
 - Went around the room allowing everyone to introduce themselves
2. Vice Chair/Treasurer Position
 - Liz M-C shared the news regarding Susan Ellis's departure from Lehigh, leaving the Vice Chair/Treasurer Position open
 - Prior to the committee's first meeting, Liz M-C sent notice to the '16-'19 Term individual's seeking interest to fill the position. Ellen Liebenow has agreed to fill the position.
 - Deborah Henritzky was currently fulfilling a one year vacant position within the term '15-'18. With Susan's departure, Debbie has agreed to cover the two year term left from Susan
 - Current ERAC membership is 22 members. Two vacant positions, both one year terms. Will leave open at this time and fill the vacancies during the April 2018 membership drive.
3. Approval of June 2017 Minutes
 - No minutes were taken during the June 2017 meeting
 - Liz M-C summarized major items from her own notes
 - o Discussion regarding sub-committee sign up for 2017-2018 FY
 - o Judy reported on the new Performance Review Draft Book
 - o Traci reported on the Community Service Project

4. Approval of Treasurer's Report
 - 2017-2018 Budget = \$2,875. This includes the actual 2017-2018 budget of \$1,980 + the rollover of \$895 from 2016-2017 FY Budget.
 - Liz M-C has put together a proposal for an increase in the budget which she will be meeting with Mike Weaver within the next few weeks to discuss.
 - Motion was made by Donna to approve the Treasurer's Report
 - 2nd Motion was made by Mike

5. Community Service Project
 - Last update from Traci, she has \$220 in cash along with board games, books, and school supplies.
 - Traci and Marlene will be at the Farmer's Market tomorrow during the 12:00-1:00 time frame to collect donations.

6. Sub-committee's and Working Group's
 - Bylaws Committee
 - o Link to Bylaws on website
 - Campus Climate/Membership/Awards Committee
 - o Co-Chair: Mary Jo
 - o Members: Peter, Mike, Casey, Susan and Marlene
 - Communications/Events Committee
 - o Chair: Rose Ann
 - o Co-Chair: Debbie
 - o Members: Ellen Lewis, Cassandra, Susan, Christina, and Tim
 - o Update from first meeting:
 - Knowledge @ Noon Series – dates TBD
 - September 2017: Coalition for Appropriation Transportation
 - October 2017: Sustainable Office Program
 - November 2017: Voip Telephone Update
 - December 2017: ArtsQuest/Historic Bethlehem
 - January 2018: Be Well Program and Campus Athletics
 - February 2018: History of Lehigh
 - March 2018: Facilities/New Technology on Mountaintop
 - April 2018: Community and Regional Affairs – Southside Outreach
 - May 2018: Classroom Technology
 - Tickets for Lehigh Valley Phantom's Game is confirmed for October 28th
 - REACH/Liaison Committee
 - o Chair: Liz H
 - o Co-Chair: vacant
 - o Members: Donna, Andrea, Chris, Jess, and Jenn
 - CEC Working Group
 - o Liz H is the CEC Representative for ERAC. She is currently attending the CEC Retreat today
 - Parking Appeals Working Group
 - o Peter and Traci
 - o Not in session over summer

7. Other Business

- ✓ Discussion regarding parking. Contractors are supposed to pay for a permit, whether or not they do is an issue. Parking in faculty/staff spaces, not enough spaces for both. Seeing this happen all around campus; Iacocca, Taylor, Mountaintop etc... Mountaintop and Iacocca have meters that are rarely to never used.

Mountaintop near A-wing has about 75 parking spaces that rarely get used. Reason is that to get to the parking lot you need to cross about 250-300 feet of grass. In the winter and during rainy days, lot is not easy to access. No signage for lot. Concrete walkway would allow more people to access this lot.

Vendor parking instructions are listed on website which contractors are instructed to follow.

ABM has moved from Adams to Building J. It's summer and there's no parking available. They are using the student parking lot. What's going to happen once students are back?

There have been people taking pictures of cars in all the different lots around campus. This has been an ongoing survey of who is parking where.

Suggestion is to have contractors use Meter Parking on a temporary basis.

Liz M-C will contact Sharon in Parking Services to arrange a meeting that will include Business Services, Facilities Services, and Parking and Transportation to discuss "What's the Plan" for the near future regards to Parking. Will also update Pat Johnson and report back to the full ERAC Committee.

- ✓ Steve Lewis provided ERAC with dates of the upcoming CPR classes. Email went out yesterday to campus community. First date has already been filled.
- ✓ Handout from Judy Z: "Work Place Learning" has been redesigned and is now called "Career Enrichment @ Lehigh". Five specialized tracks have been created.

Essential Management created for the middle level management is rolling out a pilot program starting this fall. They have handpicked the attendees for the pilot this year, next year they will accept nominations.

Foundations of Management is a certificate program meeting every month.

Administrative Professional Excellence is an external training opportunity by the Center for Business and Industry.

Dialogue and Exploration, promotes REACH and SOAR.

Leadership Academy, not currently up and running yet.

Question? How does HR decide what types of courses to deliver? Per Judy, they are open for suggestions.

- Grant Writing, various departments around campus could benefit from this. COE offers a course to students, focus is educational projects.
- Judy will inquiry and follow-up

- ✓ Performance Review Update: Judy Z. reported on completed evaluations from 2016. Actual number turned into HR has dropped from previous years. Letters have gone out to supervisors encouraging participation.

Comments: There is no section for “Service to Lehigh”. Per Judy, the draft book will guide that discussion

Electronic format is in the works. Installation is scheduled to start April 2018, will be a 90 day install process. Software selected was “PageUp”; however it does not support the hiring process piece. Currently staying with HireTouch.

Question: Will departments still have access to prior GPS evaluations?

Answer: Departments will have 3 prior years of access. Anything longer you will need to contact HR.

- ✓ Time off between Christmas and New Years: Approximately 10-12 years ago there was a committee formed for this purpose. Susan will provide ERAC with documentation that was put together at that time. This is still an ongoing question that keeps coming back to ERAC. A lot to consider:
 - Cost
 - # of people on campus
 - Vacation time being used/needs to be used
 - Mass loss of productivity – major issue last survey
 - Development receives end of year gifts
 - All other LVAIC schools close, along with a lot of peer universities
 - Grants pay for Researches vacation/time off, this means that time would be coming out of grant \$\$
 - Department’s letting people go early, false reporting
 - Animals in Lab need to be taken care of
 - LUPD/Facilities
 - International Students stay on campus
 - There are some departments that close but all employees are in agreement to take vacation time
- ✓ Non-Exempt vs Exempt Staff: Discussion regarding the drop in pay scale and benefits but not a big difference in responsibilities between the two classifications. Toni Lee reported to ERAC last year that an annual study is completed in HR. Classifications are governed by the Department of Labor, not Lehigh.

Judy Z. reports: Currently Chris Halladay is working on a “compensation philosophy”. Basically what this is, is a formal statement documenting the University’s position regarding employee compensation. It explains the “why” behind employee pay and creates a framework for consistency. The plan will need to be taken to the Board of Trustees for approval. Once this happens, it would be a good idea to invite Chris back to an ERAC meeting and then work together to educate the campus community.

Other comments: Lehigh might have a billion \$ endowment but that money is already dedicated to specific purposes which people don’t always think about. Retention at Lehigh is good, people are not leaving. Board of Trustees wants to be told about these things but it’s only a small piece.

- ✓ New Projects: 3rd and New is moving forward. Brodhead Street Project moving forward, Offices are relocating. Budget Office will be moving up the street on Broadhead next to Parking Services in late August, early September. Human Resources is relocating to the 3rd and New Building sometime in late February 2018.
- ✓ Spotlight will now be a bi-weekly announcement. Smaller editions that will update the campus community sooner than later.
- ✓ ESL (English as a Second Language) has been changed to ICAPE (International Center for Academics and Professional English).

8. Meeting Adjourned at 11:37am

- Motion to adjourn the meeting, Peter
- 2nd Motion, Jenn

Respectfully submitted,
Robin A. Schenkel
2017-2018 ERAC Secretary