



ERAC Employee Relations Advisory Committee

**Meeting Minutes**

Wednesday, June 8, 2016

10:00 a.m.

UC Faculty Lounge East

Present: Ashley Baker, Liz Hill, Liz Miller, Ellen Lewis, Ellen Liebenow, Judy Zavalydriga, Marlene Vant Hoogt, Mary Jo McNulty, Michael Weaver, Morgan Nelson, Peter Bryan, Randy Shebby, Bob Bruneio, Robin Schenkel, Robin Dougherty, Traci Mindler, Matthew Herr, Travis Spencer, Katie Welsh Radande

Absent: Clara Buie & Susan Ellis

Guest speakers: President Simon and VP Finance Pat Johnson

Minutes taken by Morgan Nelson.

May 2016 Approval of Minutes: Traci Mindler & Liz Miller

**1) Treasury Report**

- i. \$1,185.32 is balance.
- ii. Accepted by Traci Mindler & Travis Spencer

**2) Committee Updates**

- a. Communication/Events
  - i. We expect to meet sometime soon in the near future. One of the first things that we plan to do is the Knowledge at Noon sessions for the upcoming year.
  - ii. Over the year we have accomplished the Staff Matters campaign where we asked for feedback from staff. We plan to possibly grow the program over the next year. We have also worked on communication things in general (better communication to the employees). The ERAC website was also done this year. The website was recently revamped to provide important information to the community.
  - iii. We are looking at all opportunities that would allow us to improve the college community. We are also open to any new ideas for events, anything that we can do in order to engage relationships across campus.

- iv. Events held (5) Knowledge at Noons.
- v. LV Phantoms & LV Iron Pigs game

**b. REACH**

- i. Approximately 30 active members
- ii. REACH is a yearlong program where a group of Lehigh employees go through 5-6 cohort sessions to learn more about Lehigh and increase their network opportunities.

**c. Liaison**

- i. Liaison is the middle man between the University as a whole and ERAC. We want ERAC members to dive into our own organization and department meetings and talk about ERAC and help bring knowledge about ERAC to Lehigh employees.

**d. Awards**

- i. Awards Committee is complete for the year
- ii. There were two ERAC awards given this year (1 for exempt, 1 for non-exempt)
- iii. Soliciting nominations is always a challenge due to the other University award nominations. Next year we plan to start campaigning earlier.
- iv. There will be room in the budget to reevaluate the money award.

**e. Membership**

- i. Currently working to keep track of the current membership, advertising for new members and working through that entire process. In order for membership to be successful we will need a lot of organization and communication.

**f. Campus Climate**

- ii. group of people in ERAC working with the University to help with campus climate  
**\*we will need to find a new ERAC representative to be on the CEC.**

**3) Backpack pals**

- a. Approximately 80 backpacks were donated to Broughal Middle School through various donations from Lehigh employees in May.

### New business

Pat Johnson, VP Finance & Administration

- Spoke on the small increase in parking in the near future. There will be a small increase gradually that makes sense. This is a forewarning that this change will be coming in the future.

### **4) Nominations for Vice Chair and Secretary**

- i. Vice Chair Election – Liz Miller is appointed the Vice Chair
- b. ERAC committee restructure / round table discussion
  - i. Bob provided a packet of info.
  - ii. ERAC members decided which committees they will be on for the 2016-2017 year.

Remarks by President Simon

- Discussed the \$250 initiative and the plans that they have for the money. A lot of the priorities are emerging.
- Thank you for attending President John Simon and VP President, Finance & Administration Pat Johnson.
- “Thank you to all of the staff and we want you to know that you are appreciated. There are many times that the Staff goes unnoticed and I just want you know to know that we appreciate all of your hard work. Many people do not realize that the Staff is what makes the university go round. ”.

Next meeting will be held Wednesday, July 13<sup>th</sup> 2016 at 10:00AM.

### Chairs Report

- i. We ask that everyone joins ***one*** committee.
- ii. The CEC is looking for a non-exempt member to join their committee to represent ERAC.
- iii. The Parking Appeals Committee person meets once a week. Every Wednesday 4-5PM held in the University Center. **ERAC has been asked to represent. We will need one ERAC member to represent.**

Please recognize our members that are leaving. Thank you to Travis Spencer, Carla Kologie, Randy Shebby, Dan Zeroka, and Katie Welsh Radande.

Angela Scott will be the new ERAC Chair.

“I am very excited to take the reins of an organization that really takes presence on this campus.” We want to feel like we are successful that we are contributing to Lehigh’s missions and goals. We want to really make things happen. We can definitely serve as your fearless leaders to help get things done. Wednesday, July 13<sup>th</sup> meeting is scheduled. Thank you for your willingness to work with us”.

– Angela Scott, Chair ERAC 2016-2017

Thank you Bob for being the Chair of ERAC this past year and Carla thank you for staying on as an Ex-Officio.

5) Meeting adjourned at 11:01AM by Bob Bruneio and Morgan Nelson.