

**'15-'18 Term**

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

**'16-19 Term**

Ellen Liebenow, VICE CHAIR/TREASURER  
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, November 8, 2017

10:00am-12:00pm / UC 308

**ATTENDANCE:**

Ellen Liebenow, Robin Schenkel, Peter Bryan, Mary Jo McNulty, Ellen Lewis, Rose Ann Martinuzzi, Marlene Vant Hoogt, Donna Clearie, Andrea Deimel, Christina Finley, Cassandra Foy, Jessica Manno, Casey Petroski, Susan Szilagyi, Judy Zavalydriga

**1. Opening**

- Vice Chair Ellen Liebenow called the Wednesday, November 8th, 2017 session of the Employee Relations Advisory Committee to order at 10:09am.
- Ellen welcomed the attendees to the meeting
- Ellen announced that Liz Miller-Coleman would not be attending today's meeting due to her participation on the Search Committee for the new Police Chief.

**2. Approval of October 2017 Minutes**

- Motion was made by Christine to approve the Minutes
- 2<sup>nd</sup> Motion was made by Mary Jo

**3. Approval of Treasurer's Report**

- Previous balance on account = \$2,654.30
- Deposit of \$430.00 on 10/23 from the Phantom Ticket Sales
- Expenditures: \$280.00 from the Phantom's for remaining balance
- Current Balance as of today = \$2,804.30
- Future charges not yet posted: Knowledge @ Noon catering for both October and November
- Motion was made by Marlene to approve the Treasurer's Report
- 2<sup>nd</sup> Motion was made by Mary Jo

4. Sub-committee's and Working Group Reports
  - a. Bylaws Committee
    - i. No report this month
  - b. Campus Climate/Membership/Awards Committee
    - i. No report this month
  - c. Communications/Events Committee
    - i. Knowledge @ Noon Attendance at the October 2017 session – only 7 people attended the Sustainable Office Program. Possible competition with Path to Prominence event held by the Provost Office during the same time frame.
    - ii. Knowledge @ Noon Upcoming Sessions:
      1. November 2017: Topic - Voip Telephone Update, speaker Lizanne Hurst
      2. December 2017: Topic - ArtsQuest/Historic Bethlehem, date still needs to be confirmed. Tim Palumbo will reach out to ArtsQuest.
      3. January 2018: Topic - Be Well Program and Campus Athletics
      4. February 2018: Topic – History of Lehigh, waiting on confirmation
      5. March 2018: Topic - Facilities, New Technology on Mountaintop, speaker Ilena Key
      6. April 2018: Topic - Community and Regional Affairs, Southside Outreach, waiting on confirmation
      7. May 2018: Topic – FEED Program, speaker Michael Miller
    - iii. Knowledge @ Noon September 2018: Christina would like to have International Affairs present at the first session for the fall. There are many opportunities for staff to get involved, i.e. committees, sponsorships, etc., looking for campus community involvement.
  - d. REACH/Liaison Committee
    - i. First REACH event held last month. 30 attendees this year. All sessions have been decided upon. Will send list to Robin to post on ERAC Calendar.
  - e. CEC Working Group
    - i. No report this month
  - f. Parking Appeals Working Group
    - i. No report this month
5. Update on Action Items from September Meeting:
  - a. Time off between Christmas and New Year's: Currently in the gathering of information stage. Moving forward with a survey just to VP's of stems. Focus group will get together to discuss questions for survey, Executive Committee will review with Pat Johnson, and then share with full ERAC Committee. Anyone interested in joining the focus group, please email Liz M-C, Ellen, or Robin so you can be added to the discussion sessions.
  - b. Climate Survey: Just a reminder to make sure you complete the survey if you have not done so already and to encourage your co-workers to do the same.
  - c. Employment/Compensation: In the planning stage for January/February time frame. This will be a panel discussion over the lunch hour. Panel will include representatives from both Human Resources and the Office of the General Counsel and topics included will be employment law and exempt vs non-exempt status.
  - d. Staff Development Day – Wednesday, May 23<sup>rd</sup>, 2018:
    - o Currently in the planning stage, but date of event is now confirmed for 5/23/18. As far as location, Williams Hall and STEPS are being considered.
    - o The event will be conference style, time frame will run from 10:00am to 2:00pm with several 45 minute sessions running at the same time. 15 minutes in between to move from session to session.

- Topics are still being discussed. Ideas have been: LVAIC Schools to discuss their own schools educational benefits; Peer Panel that would include both Retiree's to talk about how to prepare, what to expect, etc... and Fellow Peers that have taken advantage of the educational benefits through the LVAIC schools; and Christine has the contact information for the massage option. Other ideas: guided meditation and yoga session.
- Cost will be the set-up of rooms, coffee/beverages, and a giveaway. No catering. Depending on location, have Food Trucks come to campus and/or ask businesses located on campus for discount that particular day. Ellen Lewis will research the Food Truck idea. Would like to staff the sessions with in house presenters to keep cost at a minimum.
- Marlene suggested contacting the Career Center for information on their Online Testing options, i.e. Myers Briggs. Also, pointed out that CareerLink offers workshops/career fair, look at the website for format and topic ideas.
- No registration for sessions, sign in sheets at each session for survey and feedback.
- Vendors: IBH; TIAA; FEED Program
- e. Women's Basketball – Athletic Event with Staff: Last month during the Executive Committee's meeting with Pat Johnson, Pat thought it would be a great idea to host more in house events for staff. Date has been confirmed, Wednesday, February 21<sup>st</sup>, 2018. Doors open at 5:00pm with the game starting at 6:00pm. ERAC will pay for pizza/beverage/pop-corn, no alcohol is permitted at the game. Admission is free for all staff and whomever they have added to their ID card. Additional guests will need to pay for their own tickets at the door. Susan has already reserved the area at Stabler. Lehigh Women are playing Loyola. Advertise in The Spot, notify Hillary. Post on website "News" section, SAVE THE DATE.

6. Other business:

- a. Website: Suggestions, any changes and/or additions, send to Robin.
- b. Staff Development Event: Question was raised to add Be Well Points for attendance. Mary Jo agreed it can be done.
- c. Holiday Celebration: Linda will be reaching out to ERAC members for volunteers to help out.

7. Meeting Adjourned at 10:58pm

- Motion was made to adjourn the meeting by Donna
- 2<sup>nd</sup> motion was made by Christina

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