

ERAC Committee Meeting April 2015 Minutes

Committee Updates:

Communications Committee: Bob Bruneio

In conjunction with Lehigh's 150th celebration, the Communications Committee is planning a 'staff yearbook' or a time capsule. Project Scope – Develop a staff 'yearbook' that showcases 150 staff members: brief biographies and photographs. In addition, maybe include book in a time capsule that would be placed on campus to be opened in 150 years.

- Project still very much in idea stage; any ERAC member is welcome to help with project. Pat Johnson on board with book, hesitant about time capsule. Carla will check with Sesqui committee to see if any sort of time capsule is being discussed.
- Questions: How many books? One to be in capsule (flag pole, building) and one to be showcased in library. Should books be available to staff? In what format? How can we make this special? Ideas for title?
- Base cost: Still considering formats which will determine costs. Committee will look for sponsors to offset costs.
- Sesqui celebrations end in May 2016; need final product by then.
- Key point: Fair opportunity for all staff to be included. Getting message out via email, website, post cards, online form, etc. Random drawing of names from those who've expressed interest. By October, want to have the names ready to go.
- Big project: Committee envisions doing a lot of the work: taking photos, creating questions, editing, layout, etc.
- Travis Spencer suggested having all staff members names listed in the book as well. We are also looking for a backup plan if we do not get 150 candidates for this project.

Events Committee: Glenn Strause

- The Phantoms game is this weekend; 136 tickets sold. We only bought what we ordered.
- Zoellner Arts Center had great feedback about the two shows that ERAC had discounted tickets for employees to go to. Reception after the Curtis Stigers show was well received. Looking to sponsor another show in May at half price. Email will be going out soon.
- The next two 'Knowledge @ Noon' sessions will be with Purchasing Office and Admissions Office.
- Iron Pigs tickets are selling but not too fast.
- Travis mentioned Harlem Globetrotters faculty/staff discount code for next Thursday's show; Glenn will email it out on behalf of ERAC. Can ERAC help to promote Disney Live in May?

REACH Committee: Janice Stoudt, Katie Welsh Radande

We are booked up through the month of May. One cohort will tour Williams Hall in May. REACH has been going well. There are 12-15 people signed up for the next meeting which is an increase. It may be possible to just do one cohort in the future. We did a networking luncheon in January which went well, but we have no event planned for the spring. We have talked about inviting REACH alumni back as well.

Campus Liaison Committee: Travis Spencer

After recent discussions suggested reducing/eliminating the committee, the group determined a committee is still needed. It is good to have someone to push the group to do the meetings and update the form, another person to highlight those meetings and maybe focus on 3-4 things moving forward (e.g. campus climate relationship). Looking at 2-3 members on campus liaison. Executive committee member does not

need to be on committee. Liaison work has had positive response from a relationship-building standpoint. How will committee ensure that all ERAC members are doing what they are supposed to be doing? Committee is comfortable with identifying those not fulfilling responsibility.

Another topic: Which groups/people should be liaisons? Based on two years of program, should we think about switching up the groups or keep meeting with the same people? It does not need to be a stagnant committee. It can change every year. Staff meetings may prove to be a good way to communicate with staff. Maybe a liaison showing up at various staff meetings would be a good way to get more two-way communication through ERAC.

Awards Committee: Ashley Baker, Randy Shebby

Glenn has the award plaques completed for the ERAC Distinguished Service Award. Ashley will be in contact with Mary Jo McNulty regarding the final details of the award. Two individuals were selected and have been sent to HR for approval. We are under the impression that the award is going to be \$300 per recipient. This needs to be approved by the Budget Office.

Bylaws Committee: Lynn Takacs

Committee drafted a bylaw modification for increasing the number of members on ERAC from 18-20. Once ERAC votes, Lynn will update the bylaws, as needed.

Membership/Election Committee: Katie Welsh Radande

Committee created and distributed Qualtrics survey for voting. 375 have voted; this is a very good response. Voting open until Friday and then see where the votes stand. We are looking to vote in 3 exempt/3 non-exempt. Campus will vote and ERAC can also vote for a member from each group. Committee suggested ERAC voting on members first, and several members advocated for candidates, but discussion led to allowing campus community to choose who they want first and then ERAC will determine its vote. This allows ERAC to specifically choose a candidate that will fulfill our needs and/or provide a more diverse group. Challenge is timing because final votes needed prior to May 5 Recognition Dinner with advance time to notify winners. Suggestion was made to create a Qualtrics just for ERAC vote on Monday, removing those who received campus popular vote. We need 100% participation from ERAC on Monday.

Campus Climate Committee: Brenda Bachman, Clara Buie

Mixer invitation went out to the other three groups. Planned: Wednesday, May 20, 3 – 6 p.m. at Gander Room. The invitation went to CEC, FSCN & Pride Center. The invitation needs to be sent to all ERAC members.

Chair's Report:

Check out new website and offer feedback.

At May meeting, Christa Neu, Lehigh University photographer, will take a group picture.

In May, we will discuss/determine committee reconfiguration to have in place for June meeting with new members. ExecComm will meet with new members between June – August.

In June, we will vote for ExecComm: vice chair and co-secretary, as prompted by Morgan's impending leave.

We would like one person from ERAC to take on responsibility for website. If it is appealing to anyone, we need your help.

The ERAC/CEC are looking for purposeful connection. The CEC bylaws state current ERAC chair serves on CEC. Is there a better way? CEC is open to suggestions. Whatever we decide to do, CEC suggests updating both groups' bylaws. Carla suggested two ERAC reps with staggered terms; should be ERAC members who are committed to CEC mission, as well. Carla will be on for at least one more year; who else should be official ERAC rep? Now and after Carla, Angela and Clara are no longer on both.

Feedback via website:

Three 'thank yous' for the reception. Henry Odi sponsored the reception; Carla has sent thank you. Will contact people to see if we can post their emails on website.

Take your Child to Work Day – Is it something that ERAC would like to get involved with? Is this even possible? Is Lehigh going to make an investment doing this? Instead, members determined we should encourage staff to bring their kids to already existing family events. ERAC can help to sponsor/promote faculty/staff family event in the fall. Carla will respond to staff member's email.

Message from Clara: Is ERAC interested in putting together a thank you to President Clayton. (e.g. flash mob style thank you.) ERAC is interested in pursuing.

Travis suggested an ERAC social – April 22, 24, 29 or May 1 – at Molly's. Free appetizers/cash bar. Time suggested: 4-6 p.m. Travis to send Google invite for April 24.

Vote on additional members. Proposed: Adding two members for next year (membership will consist of 20 members (10 exempt-10 nonexempt). May add two more in each of the next two years, as determined by ERAC. ERAC members voted to change bylaws; as a result, ERAC will welcome eight new members (four exempt, four nonexempt) in current election: six voted on by campus, two by ERAC.

Feedback from Dr. Simon meeting: Good, positive meeting. Seemed approachable and engaging. Best quote: "I am here for you." He was open to learning more about and working with ERAC. Result: How can ERAC work with Dr. Simon to engage more staff? Visit departments with him, help host town hall, Knowledge @ Noon Q&A, etc.

Submitted by,
Morgan Nelson,
ERAC co-secretary