

'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
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, January 10, 2018
10:00am-12:00pm / UC Room 303

ATTENDANCE:

Elizabeth (Liz) Miller-Coleman, Robin Schenkel, Mary Jo McNulty, Traci Mindler, Jennifer Topp, Ellen Liebenow, Ellen Zimmer Lewis, Christopher Ottey, Marlene Vant Hoogt, Michael Weaver, Donna Clearie, Andrea Deimel, Cassandra Foy, Jessica Manno, Timothy Palumbo, Casey Petroski, Susan Szilagyi

1. Opening
 - Chair Liz M-C called the Wednesday, January 10, 2018 session of the Employee Relations Advisory Committee to order at 9:59am.
2. Approval of December 2017 Minutes
 - Motion was made by Traci to approve the December minutes
 - 2nd Motion was made by Mary Jo
3. Approval of Treasurer's Report
 - Current Balance = \$2,733.60
 - HR has offered to cover the cost of January's Knowledge @ Noon Session
 - Motion was made by Mike to approve the treasurer's report
 - 2nd 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. Mary Jo reported that membership and awards will start early spring
 - c. Communications/Events Committee
 - i. Tim and Susan reporting the following:
 1. January 16th K@Noon – topic Taylor Gym and Be Well Program. Confirmed, email already sent out. Reminder email to be sent out by Friday.
 2. February 15th K@Noon – topic History of Lehigh w/Trivia. Confirmed.

3. March K@Noon – topic Classroom Technology. Still need to confirm details.
 4. April K@Noon – topic South Side Initiative and Outreach. Confirmed.
 5. May K@Noon – topic Faculty Member has reached out to ERAC regarding presenting on the Birds of the Lehigh Valley and/or Gardening for Birds and Butterflies. Goal is to encourage as many people as possible to take an interest in nature and create healthy backyard environments for birds and other wildlife. She is also the Vice President of the Lehigh Valley Audubon Society. Details t/b/d.
- ii. Susan is currently working on the flyer for the February 21st Basketball event. Will sent out to campus community as soon as it's been completed. Liz M-C will look into the cost and time frame to print posters to hang around campus. Otherwise, we can just print the flyer from the email to post in our own offices and to pass along to others. Susan will also check with Travis regarding the overflow area just in case we reach capacity at 100. Ellen looking into giveaways. Want to make the event inviting. Promote faculty/staff mingle, bring a co-worker, support the team. RSVP will be needed for catering. Advertise in Announcements and Digital Boards.
- d. REACH/Liaison Committee
 - i. Upcoming sessions include: Path to Prominence; Community Service; Alumni Engagement; Lunch with John Simon.
 - e. CEC Working Group
 - i. No report this month
 - f. Parking Appeals Working Group
 - i. Traci reported this group is currently on break with students gone
5. Continuation of Action Items from previous meetings:
 - a. Time off between Christmas and New Year's
 - i. Need to present the research to Pat Johnson and then on to Senior Officers
 - ii. Having trouble getting numbers. Payroll has stated they are unable to run a report on how many vacation and/or floating holidays were taken with the current system. It's something they would need to do manually and currently don't have the time to do this kind of request.
 - iii. Request was made for all ERAC members to try and get this information on their respective departments/stems. Robin will send out an email to full group after the meeting today with details on what is needed.
 - iv. Liz M-C reached out to Facilities, to date no response. Yesterday, the Executive Committee met with Career Development regarding the Staff Development Day Event and found out that Lori Kennedy's husband works for the Bucks County School District and has gone through a major cost savings study. Lori offered his services if needed. Lori also commented that the younger workforce is looking for that work/life balance, time off when day cares are closed due to weather conditions. Time off during certain periods are a great marketing tool for the University.
 - v. Registration and Academic Services Department was closed
 - vi. If a department decides to close completely, this needs to be communicated to the full campus community.
 - b. Staff Development Day – Wednesday, May 23rd, 2018
 - i. Executive Committee met with Career & Professional Development, Lori Kennedy and Karen Kuczynski. They are both very excited to present for staff.

- ii. Two specific topics were narrowed down: 1) How to build your personal brand and 2) Story Telling
 - iii. They do have a Resume Workshop available; however, this does requires more time and man power. Something to think about for next year.
 - iv. Ilena Keys has agreed to present on Zoom
 - v. Tim Palumbo has suggested something on Security. Will talk with Steve and Keith.
 - vi. General Counsel and Human Resources will present on Employment Law
 - vii. Robin will research the topic on Grant Writing
 - viii. Jen Topp will try and recruit Clara Buie – info table for International Students
 - ix. Jess Manno will talk within Student Affairs and see if someone would be interested in hosting a Leadership or Mindfulness Session
 - x. Vendors to include TIAA and IBH
 - xi. Location still is not confirmed but STEPS has been requested, Williams and/or the UC are back up locations.
- c. 2nd Phantoms Game – Friday, April 13th, 2018

6. Other Business

- a. Spring Community Service Project Opportunity
 - i. Previously supported Backpack Program and Homework Club
 - ii. Marlene suggested the Centennial School
 - iii. Traci will talk with Adrienne, Carolina, and Sara to find out what needs the most support.
 - iv. Bring ideas for to February's meeting

7. Meeting Adjourned at 11:30am

Motion was made by Traci to close the meeting

2nd Motion was made by Cassandra

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