

ERAC Committee Meeting March 2014 Minutes

Pat Farrell Feedback/Review

The discussion with Pat Farrell last month was a good, open honest conversation. Pat, has in the past, shown to be a big supporter of ERAC and staff interests. He is very much a proponent of saying “go, do what you need to do, don’t worrying about asking for permission so much - but if you feel propelled to do something, take the initiative to get it accomplished. We believe we have an advocate in Pat Farrell which is crucial given the transition that we have coming up.

What were everyone’s thoughts regarding Pat’s discussion? What were you surprised to hear? Surprised there isn't a real plan for Mountaintop for further down the road. There seems to be a lot that is up in the air yet. The departments seem to think much more is confirmed. We think that opens a lot of opportunities.

What happened with someone talking to the chairs of the Mountaintop committee? Do we need to approach them and let them know that staff want an integral part of some of this? Should we have conversations with Alan Snyder and the other members of the committee? How does ERAC want to be engaged? Jeanne Kassis is the liaison for Research and Graduate Studies – Ainsley Lamberton. Jeanne will reach out to Ainsley to set up an appointment with Alan to discuss Mountaintop. Tom has link for the mountaintop website for us to check out prior to meeting with Ainsley and Alan.

Membership and Election Update

As of today, 18 responses - 9 accepted and 9 declined. Out of the 9 that accepted, we have 6 that are exempt and 3 that are non-exempt. The elections will be March 24 through April 4.

Distinguished Service Award Update

Updates to form and website were made. Announcement was made today, 3/12/2014. Nominations will be accepted through the end of the month. Should we recognize both exempt and non-exempt?

Communications will be forwarded to all business managers/stems/vice presidents to forward to their areas to remind people of the voting for both the board and distinguished service award.

An issue that was brought up is that people receiving rewards are being rewarded for things that are part of their job. How do we get a more even playing field so that people truly going out of their way/comfort zone are those being rewarded?

Ad campaign - every month Glenn will print 80 to 100 posters about someone has gone above and beyond. We want to highlight the great people at Lehigh that go above and beyond – volunteer for a cause. Recognize both exempt and non-exempt? Our goal is to launch this concept around the faculty/staff appreciation dinner in April. We want to name a nominee that night. Have the ads posted in all major offices around campus. We are trying to recognize people who aren’t otherwise recognized.

Glenn got a monthly commitment from the bookstore for a monthly award. Dining services for free meal on campus.

ERAC members were asked to submit possible nominations for future ad campaigns. By the next meeting, have samples to pass out for members to review. By next Wednesday, 3/19/2014, have possible nominations in to Tom and Carla.

Presidential Town Hall

There are 5 town halls scheduled - one dedicated to staff. That town hall will be sponsored by ERAC. We want that room to be as packed as possible. We need to send the correct message.

We need to create the questions/characteristics that we want the presidential committee to consider. We can wait until after the town hall or submit the questions before the town hall that hopefully will be addressed and steer the town hall. There will be an informal meeting with two of the trustees and the search committee.

We should send out a communication to staff to make sure staff participate. We need everyone's input as to what leadership qualities we are looking for. We need to keep it positive and on track. Perhaps ERAC holds the microphones for the people to ask questions.

Campus Climate

1. Carla – Subcommittee met with Tyrone Russell, Trish Boyle and Rita Jones. They are very interested in working with us.
2. Tom - CEC update: Faculty and board have ownership/responsibility to CEC. Tom, as part of CEC, will be attending two more days of training. He has already attended two days of training. The CEC is expanding to include students as well.
3. Faculty and Staff of Color Network: They have asked ERAC to talk with them and find ways to partner with them. Should a standing committee be established within ERAC for diversity/campus climate?

Campus Liaisons

Conversation with Pat Johnson and Denise Blew - Tom and Lynn met with Pat and Denise. ERAC was discussed. People don't know about ERAC. We need to rebrand it. Get exposure on Lehigh Inside page. Tom has meeting this afternoon with Ira regarding the Inside Lehigh page.

When Lynn Takacs and Tom Yenko met with Pat Johnson and Denise Blew, the budget was discussed. Tom will be working with Pat in an attempt to get more budget dollars in the ERAC account. Perhaps ERAC could give a presentation during the stem meetings.

Human Resources involvement in ERAC was discussed. A Human Resources representative is adequate – not necessarily the AVP. We will need to update the bylaws.

A letter will be created to send to our campus liaisons providing them with an update as to what ERAC has been up to.

Focus Groups (May)

A letter has been drafted that will be going out to four different groups across campus to ask them to participate in our focus groups. The focus groups will be scheduled for May. The rooms have already been reserved.

Meeting was adjourned at 11:37 am. Janice Stoudt made the motion to adjourn the meeting and Glenn Strause seconded the motion.