

ERAC Committee Meeting May 2015 Minutes

ERAC Proposed Committee Restructure, 2015-16

There will be 20 members in total in ERAC and there will be 30 assignments that need to be filled on committees/working groups. The numbers on the sheet do not indicate where people will be positioned; it simply displays how we will balance out the ERAC members and responsibilities.

Most members will have two commitments; some will need to pick up three. Those in gray will either chair a committee or serve in a role that complements the committee/working group and will not pick up another assignment. Carla asked members to discuss in committee/working groups before the next meeting. Carla and Judy, as ex-officio members, will have roles, as well.

Do the committees know who will chair their committee next year?

- REACH Chair: not known yet
- Communications Chair: Ashley Baker
- Executive Committee Chair: Bob Bruneio
- Liaison Chair: not known yet

All committees and working groups should determine next year's chair by the June meeting. This year, we tried to have the co-chair as a first-year member to help with transition. If a committee does not think this will work for its purpose, the co-chair should be determined before the June meeting.

Office of General Counsel (OGC) and Human Resources: Act 153 & Protection of Minors

Heather Hosfeld, Deputy General Counsel

Bill DeWalt, Assistant General Counsel

Toni Lee Febbo, Director HR Services

Copies of the Protection of Minors Policy draft were distributed to ERAC members prior to the meeting. Heather, Bill and Toni Lee came to clarify information and answer questions from members.

Heather provided background on the Protection of Minors Policy – A committee was formed in 2013, largely in response to the Sandusky incident at Penn State University.

The committee was charged with developing a policy that would ensure the protection of all minors on campus by inventorying all programs and setting guidelines for background checks, training and mandatory reporting of child abuse or suspected child abuse.

The committee was working on this at the same time as the Policy on Harassment (revised policy discussed at Feb.'15 ERAC meeting). Close to finalizing, but in fall 2014, Pa. legislature passed Act 153. Key points:

- i. Defined child as “an individual under age 18,” which includes college students
- ii. Made clear that a school includes colleges and universities
- iii. School employee - only excludes those with no direct contact with children
- iv. See p. 3 of Policy

A minor is defined as an individual under 18, including 17-year-old college students attending the university. Traditionally, minors were those under 18 here sports camps, community service programs, high school outreach, etc. Act 153 went into effect Jan. 1, 2015, requiring anyone in contact with minors

to obtain standard criminal clearances: PATCH (Pa. Access to Criminal History), Child Abuse history check and FBI Fingerprinting.

In response to Act 153, Lehigh now requires criminal background checks for all employees, which is different from and in addition to previous employment background checks for staff. If you have been hired in the past 10 years, you have had a background check. Faculty, however, has not been required to have any background checks prior to this new law.

The OGC and Human Resources, along with the committee comprised of various staff members, have been working to formalize a policy that complies with Act 153 requiring updating clearances every three years. Currently, HR is reviewing background checks for new staff, the Provost is reviewing for new faculty hires, and OGC will review for current employees (faculty & staff). All checks will be maintained as confidential records. University is paying for clearances every 3 years.

One new result of the law is that if you are a Lehigh employee and suspect any type of child abuse, you must report it.

Note: p. 17 deals with minors on campus not participating in a program/activity. As a research institution, not all of our buildings or areas are safe for minors. Employees assume all risks when bringing their own children to work and are solely responsible for their care while on campus.

This new law and resulting policy are different from the clearance checks required in the College of Education for anyone in a K-12 facility.

OCG will present this policy to the board at the June meeting and recommend that they approve it.

The policy will reside on the policy webpage as a policy applicable to everybody. [Lehigh Policies](#)

The OGC will educate the Lehigh community about the policy as it is created and approved. ERAC can assist with disseminating accurate and timely info.

Carolina Hernandez, Director Community Services Office Move-Out Collection Drive & The Great South Side Sale

The Community Services Office is conducting the annual Move Out collection drive. CSO asks students, faculty and staff to donate any unwanted items. Drop-off and pick-up locations are in all residence halls and at Lamberton. As items are received daily, they're sorted into specific categories. CSO relies on faculty/staff volunteers for sorting, pricing, set-up and take-down.

The donations are sold at The Great South Side Sale, which will be held 10 a.m. – 3:30 p.m., June 6.

Fun facts: CSO collects over one ton of non-perishable food/ year that is donated to two Bethlehem food banks; they have collected 2,000+ pairs of shoes; last year, 97 volunteers sorted for more than 1,000 hours.

The Sale is always held on the first Saturday in June at 4th and Buchanan Streets. \$19,500 was raised this past year, the largest amount to date. All of the proceeds go to South Bethlehem's children programming and afterschool homework clubs. Staff/faculty can help with pick-ups, sorting in Lamberton Hall, loading trucks on Friday, June 5, and helping at the sale on Saturday, June 6. As ERAC members, encourage donations and volunteering – of others and yourselves. For more info, go to www.Lehigh.edu/moveout.

Nominations for the Vice Chair & Co-Secretary positions.for next year. Taking nominations today; voting at June meeting according to bylaws.

Open nominations for Vice Chair:

Lynn Takacs nominated Angela Scott; Angela accepted the nomination.

Yatin Karpe nominated Clara Buie; Clara declined the nomination.

Dan Zeroka nominated Randy Shebby; however, while this is Randy's first year on ERAC, he is filling

Cindy Moser's term, now in its second year. Randy is not eligible for the vice chair position, according to the bylaws.

Yatin Karpe nominated Ashley Baker; Ashley declined the nomination.

___ nominated Katrina Kraft; Katrina was absent; Carla will contact Katrina.

Open nominations for co-Secretary Position; to take on role while Morgan is on leave; distribution of duties to be determined, as needed:

Katie Welsh Radande indicated her interest.

If there is anyone else interested, please let Carla know for next meeting.

June Agenda – please note that the June meeting will be at 9:30 a.m., location has yet to be determined.

Campus Climate: Clara Buie

We are postponing the mixer with other campus organizations until fall to make sure we have the funding.

Events: Glenn Strause

Fill the Trailer will be held at Campus Square & Mountaintop for the second collection day.

Submitted by,
Morgan Nelson,
ERAC co-secretary