

'15-'18 Term

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

'16-19 Term

Ellen Liebenow, VICE CHAIR/TREASURER
Deborah Henritz
Liz Hill
Ellen Zimmer Lewis
Christopher Ottey
Marlene Vant Hoogt
Michael Weaver

'17-20 Term

Donna Clearie
Andrea Deimel
Christina Finley
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, February 14, 2018
10:00am-12:00pm / UC Room 303

ATTENDANCE:

Elizabeth (Liz) Miller-Coleman, Robin Schenkel, Peter Bryan, Mary Jo McNulty, Traci Mindler, Ellen Liebenow, Deborah Henritz, Ellen Zimmer Lewis, Christopher Ottey, Michael Weaver, Donna Clearie, Andrea Deimel, Christina Finley, Jessica Manno, Timothy Palumbo, Casey Petroski, Susan Szilagyi

1. Opening
 - Chair Liz M-C called the Wednesday, February 14, 2018 session of the Employee Relations Advisory Committee to order at 10:04am.
2. Approval of January 2018 Minutes
 - Motion was made by Traci to approve the minutes
 - 2nd motion was made by Christina
3. Approval of Treasurer's Report
 - Previous Balance on account = \$2,733
 - Expenditures from Phantoms Deposit = \$150.00
 - Current Balance as of today = \$2,583
 - Expenses not yet posted – Deposit for Iron Pigs Tickets, February Knowledge @ Noon, Women's Basketball Event, and Giveaways ordered to hand out during events.
 - Motion was made by Debbie to approve the Treasurer's Report
 - 2nd Motion was made by Tim
4. Sub-committee's and Working Group Reports
 - a. Bylaws Committee
 - o Nothing to report at this time.
 - b. Campus Climate/Membership/Awards Committee
 - o Need to fill 10 open positions
 - o Talked about someone from '15'18 to stay on one extra year. Liz M-C to send out email to that group for any volunteers.
 - o Nomination deadline middle of March. Voting deadline by early April. Announce new members at Faculty/Staff Appreciation Dinner in May.

- c. Communications/Events Committee
 - January K@Noon attendance was great. Be Well and Taylor Gym.
 - February K@Noon, tomorrow with Ilhan Citak – History of Lehigh
 - February 21st WBB event. Check in table by the Baseline Club. Will have signs to direct people. Liz will bring the ERAC tablecloth. 96 signed up so far.
 - March K@Noon – Classroom Technology/Visualization Lab located on the 3rd floor Fairchild Library. Cap of 20 will be required due to limited space and equipment.
 - April K@Noon – Southside Initiative
 - May K@Noon – Gardening for Birds and Butterfiles
 - Question was raised now that Rose Ann has left, who's responsibility will it be regarding the Phantom and Iron Pig's. Liz M-C will handle the Phantom's for the Spring; however, both will be the responsibility of the Communications/Events Committee going forward.
- d. REACH/Liaison Committee
 - Lunch w/President Simon today @ Noon
 - March the group will meet with Community Service
 - April the group meets with Development and Alumni Relations
- e. CEC Working Group
 - In Liz H's absence, Christina reported nothing new. Since working on the Climate Survey results.
- f. Parking Appeals Working Group
 - Nothing new to report regarding appeals.
 - Traci mentions that within the next 48 hours, communication will be going out regarding Parking. Wants to note that the talk about Mountaintop Parking was just an idea and for feedback.
 - Question regarding the new 3rd & New Parking Garage: Everyone will have to pay to park in the garage. Lehigh IDs will not work. The garage is city owned. There will be a shuttle that will drop you off right in front of the new building.

5. Continuation of Action Items from previous meetings:

- a. Time off between Christmas and New Year's
 - Results of time off survey: 60% Exempt Staff took off compared to 40% Non-Exempt Staff
 - Something we will continue to pursue; however, at this point, it's something someone higher up then us needs to say Yes or No to pursue further. We've shared our research with Pat Johnson and Chris Halladay.
 - Ellen shared information in a handout she received from the Controller's Office. A report of time taken in hours, both December 2016 and December 2017. Just for comparison, Ellen is going to request the same type of information for the month of October when all departments are at full force.
- b. Women's Basketball Event @ Stabler – Wednesday, February 21st, 2018
 - See comments from Communications/Events Committee above
- c. 2nd Phantoms Game – Friday, April 13th, 2018
 - See comments from Communications/Events Committee above
- d. Staff Development Day – Wednesday, May 23rd, 2018
 - Liz handed out two documents:
 - 1) Document that explains our Objective along with everything that is currently confirmed for this event that will be given to Senior Leadership by Pat Johnson asking for their approval and support to move forward.
 - 2) SAVE THE DATE

- Discussion on Human Resources topic “Update your Position Description”. HR was not in favor with this particular topic. Position Descriptions are very specific and individualized. Years ago the more you added to your responsibilities the better; however, times have changed. Suggestions were: “Resources to use for Job Descriptions”, “Updating the Compass Levels”, and “What are Key Accountabilities”.
- Tim suggested the “Google Suite” as a forth topic for LTS to cover. Topic well received by group.
- Another suggestion was something on Retirement; however, we would like to focus on current work/life balance along with current staff development options.
- Any feedback is welcome. Email Liz with any suggestions/comments.
- e. Spring Community Service Project Opportunity
 - Traci will follow up with Adrienne Washington and report next month.

6. New Business:

- Email from: Chelsea Fullerton, Director, pride Center for Sexual Orientation and Gender Diversity.
 - Co-chairs of the Faculty/Staff Pride Network along with Chelsea, met with HR representatives to discuss concerns with both family leave and family building policies and to explore a path forward for creating a more inclusive package for LGBTQ+ faculty and staff.
 - She has reached out to ERAC to collaborate on the development of their proposal, which will be given to HR, the Provost, VP Outing, and VP Johnson.
 - Liz M-C response was anything to improve benefits and leave would be positive. Reaching out to ERAC Members, Liz asked if anyone had any stories to share on their experience with family leave etc..., to please contact either her or Chelsea if you would be willing to share your story.

7. Meeting Adjourned at 11:12am

- Motion was made to adjourn the meeting by Traci
- 2nd Motion was made by Chris

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