

'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, April 11th 2018
10:00am-12:00pm / UC Room 303

ATTENDANCE:

Elizabeth Miller-Coleman, Robin Schenkel, Peter Bryan, Mary Jo McNulty, Traci Mindler, Ellen Liebenow, Liz Hill, Ellen Lewis, Christopher Ottey, Marlene Vant Hoogt, Andrea Deimel, Christina Finley, Timothy Palumbo, Casey Petroski, Susan Szilayi, Judy Zavalydriga

1. Opening
 - Chair, Elizabeth Miller-Coleman called the Wednesday, April 11, 2018 session of the Employee Relations Advisory Committee to order at 10:07 am.
2. Approval of March 2018 Minutes
 - Motion was made by Christine to approve the minutes
 - 2nd Motion was made by Traci
3. Approval of Treasurer's Report
 - Current Balance as of today = \$1,705.60
 - Nothing has posted since last meeting
 - After outstanding invoices are posted, will have approximately \$100 left in budget.
 - Motion was made by Tim to approve the Treasurer's Report
 - 2nd Motion was made by Ellen Lewis
4. Sub-committee's and Working Group Reports
 - a. Executive Committee
 - i. 2018-2019 Vice President and Secretary Positions
 - ii. To date, no one has volunteered for the Vice President position. If no one volunteers, Liz will meet with all individual's eligible ('17-'20 Term).
 - iii. To date, Marlene is the only volunteer for the Secretary Position

- b. Bylaws Committee
 - i. No report this month.
- c. Campus Climate/Membership/Awards Committee
 - i. Update on Awards for this year and moving forward:
 - Liz M-C reported at this point, there will be no money in the budget for Awards this year. After considerable discussion amongst committee members, the Executive Committee has been charged to ask Pat Johnson for funding this year. Moving forward, this will be an "Action Item" to start talking about first thing in the Fall.
 - Feel what we are currently doing is reaching more staff members than just the two award recipients.
 - Suggestion was just a plaque, not the monetary gift; but there is that expectation of the monetary piece.
 - Waitz already has the plaque, just need to supply the inscription for the engraving. Need 72 hours lead-time.
 - Doesn't need to be given out at the dinner, maybe at the Staff Development Day moving forward.
 - ii. Update on Membership
 - Mary Jo reported there are 6 exempt staff needed and 4 non-exempt staff.
 - Nomination Email should be sent out this week.
- d. Communications/Events Committee
 - i. May Knowledge @ Noon: Butterflies and Gardening
 - ii. Susan provided a handout to promote the Faculty/Staff Appreciation Softball Game on Wednesday, May 2. Free Admission, Wear Lehigh Gear, Post-Game meet the team, and \$1 hot dog and drink at the Fud Truck. Liz M-C will send out an email through the inerc listserv.
 - iii. Iron Pigs: Liz M-C will share all the contact information etc.. with Susan. Scheduled for Saturday, June 16th, it's an evening game this year.
- e. REACH/Liaison Committee
 - i. Next Wednesday, April 18th, will be last meeting for this year.
 - ii. Guest Speaker will be Development and Alumni Relations
- f. CEC Representative
 - i. Encouraging staff's participation in the International Friends and Family Program. Staff member would host one or two international students over the next year. Jeanne Ma will coordinate the pairing between staff and student, which happens in June. In August there will be a welcome dinner. Staff member can choose between Undergrad or Graduate, Male or Female, etc... You don't need to spend a lot of extra time, but it's encouraged to get together for coffee, lunch, a holiday dinner, a Lehigh sporting event or any other campus event, etc...
 - ii. Changes in the makeup of CEC due to terms met, people rolling off. Cheryl will be replaced by someone from Senior Leadership. Two Tri-Chairs will be rolling off.
 - iii. Climate Survey Results were sent out to the campus community. Very different between Faculty/Staff/and Students. Question was raised if there has been a plan for Staff? Response: CEC is an advisory board that comes up with recommendations that are then submitted to Senior Leadership.
 - iv. Biggest piece happening right now is the latest vandalism that happened on campus. CEC is helping facilitate with the students. Looking to interact with a fishbowl activity. Liz will be interviewed by the Brown & White on Friday. Has asked Jennifer Swan to accompany her during the interview.

- g. Parking Appeals Working Group
 - i. Currently Traci and Peter represent ERAC. Both will be rolling off ERAC in June. Traci will be rolling off this working group; however, Peter has volunteered with Parking Services to stay on the committee after his ERAC term ends.
 - ii. Action item for the Fall will be to appoint a new ERAC Representative.

Side Discussion:

Regarding Parking, Liz M-C talked about the Business Managers meeting yesterday, April 10th. Mark Ironside reported at the meeting that it will be another 3-4 months for “Parking” rates etc... to be finalized. Liz will talk with Sharon Fields to see if there is any type of update and report back next month.

Several concerns regarding Parking included: value of their time depending on where they will need to park, added time will be needed not only on the front end of the day but the end of the day too. For those already traveling 60 to 90 minutes, some will need to rethink their employment. Also, it was commented that we are already receiving low raises, the increase in parking will take away what little we get, probably more.

Reduced rates for parking at Mountaintop; however, when external organizations have conferences at the Wood Dining Hall, there is already very limited parking for staff. Now with the renovation, that room will be used much more often.

Q: Do external organizations pay for parking?

A: Yes, external events need to purchase a permit.

Q: How do the employee's pay at 3rd & New?

A: Bethlehem City owns the garage. University pays the City for spaces on the 6th floor. Currently no visitor parking is available. Anyone visiting pays the meter.

Q: Do the individuals at the WellsFargo building have space in their garage?

A: No. Traci reported that there are 30 Lehigh Staff working in the WellsFargo building. The parking lot on Brodhead and across the street from the Middle School is where they are assigned to park; however, the lot only has 25 spots for 30 people. The ones that don't get a spot have been parking up to 5 blocks away and walking.

Peter reported that the Parking Survey actually showed a decrease in parking in two separate lots on the Asa Campus.

Mail Service: down to once a day.

Time sheets will eventually all be online.

Williams Hall is getting a bike rack.

5. Continuation of Action Items from previous meetings:

- a. Update on 2nd Phantoms Game – Friday, April 13th, 2018
 - i. 40 tickets sold. Zamboni Rides were given out as an incentive.
- b. Staff Development Day – Wednesday, May 23rd, 2018
 - i. Printed Save the Date went out. Original cost was \$50.00; however, Mountain Hawk Printing lost the first submission and it didn't go out when expected. Once sent out ERAC was only charged \$1.00.
 - ii. Getting requests for more information and to sign up.
 - iii. Liz M-C spoke during the Business Managers meeting, gave an update on SDD. Chris Halladay encouraged those present to take the information back to their offices and to make sure to relay the message that this is a University training event and non-exempt staff should not be using their own time to attend.

- iv. Judy Z has volunteered to reach out to specific individual's (Dean's, Manager's etc.) if this becomes an issue for anyone.
 - v. Casey will talk to Pat Mann in the Provost Office asking if this could be mentioned during the Academic Department Chairs Breakfast on May 4.
 - vi. Liz H brought up the possibility of partnering with other groups, i.e. CEC. Possible funding sources.
 - vii. Staffing Needs from ERAC Members: Sign in sheet sent around the table.
6. Volunteers Needed
- a. To staff ERAC Table during Earth Day, Friday April 20th
 - i. Location: UC Front Lawn
 - ii. Time Frame: 11:00 am to 1:30 pm
 - iii. Sign in sheet sent around the table
7. Spring Community Service Project Opportunity
- a. Traci reported that there are two separate opportunities
 - i. New Bethany Ministries/Victory House
 - ii. Fountain Hill Elementary
 - b. Suggested Fountain Hill Elementary support May/June and New Bethany during July/August.
 - c. Will promote during Staff Development Day and again at the Farmer's Market at Farrington Square
8. Tabled Action Items:
- a. Time off between Christmas and New Year's
 - b. ERAC Staff Appreciation Awards

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