



ERAC Employee Relations Advisory Committee

Meeting Minutes

Wednesday, August 10, 2016

10:00 a.m.

UC 303 AB Hutchinson Room

Present: Ashley Baker, Peter Bryan, Susan Ellis, Clara Buie, Angela Scott Ferencin, Matt Herr, Liz Hill, Ellen Lewis, Ellen Liebenow, Rose Anne Martinuzzi, Mary Jo McNulty, Liz Miller-Coleman, Traci Mindler, Morgan Nelson, Melanie Rehm, Robin Schenkel, Marlene Vant Hoogt, Michael Weaver, Judy Zavalydriga, Jennifer Topp, Robin Dougherty, Bob Bruneio, Peter Bryan, Rose Anne Martinuzzi, Katrina Kraft, Traci Minder, Robin Dougherty

Absent: Jennifer Topp, Robin Dougherty, Bob Bruneio, Rose Anne Martinuzzi, Katrina Kraft, Traci Minder

Guest speakers: Linda Lefever, HR Associate

Minutes taken by Morgan Nelson beginning at 10:10AM

- 1) **Welcoming New Members! – All members introduced themselves.**
- 2) **Team Building Activity with Linda Lefever, HR Associate**
 - Members are broken into small groups of 5 and are asked to find a commonality amongst each other.
- 3) **Approval of Minutes by Mary Jo McNulty & Clara Buie**
- 4) **Approval of Treasurer Report at \$2,290.00. Approved by Mary Jo McNulty & Matthew Herr**
- 5) **Participation in ERAC**
 - Angela took the time to speak about participation with ERAC. We should all be happy and pleased that we were elected to this position. We should all try to become fully engaged in ERAC as we can (e.g. attend most meetings, committee involvement, sub-committees). Angela recommends that we are fully engaged in one committee. We do have

the list of committees that everyone has signed up for and if you would like to make a change please let Angela know. Attending committee meetings and fully engaging yourself in one committee is recommended. Thank you committee chairs for all the hard work. An email was sent to all chairs asking to plan and bring their groups together.

6) **Committee Chair Report**

- **Communications (Co-Chairs Ashley Baker and Katrina Kraft)** – Last year Events and Communications joined together. They have not had the opportunity to meet over the summer. We do have a meeting scheduled but we wanted to wait until we find the latest roster for our Communications Committee. Katrina and Ashley planned a meeting for **Thursday, September 8th at 2:00-3:30pm**. We are planning to meet the first Thursday of every month. We plan to brainstorm during the first meetings and setting Knowledge at Noon sessions for the year (6-8 sessions/year). We want to talk about communication in general and what it means. Katrina and Ashley will be departing ERAC after this year and will need two people to step up and Co-Chair the Committee. Any and all ideas are welcomed. Members include Ashley Baker, Katrina Kraft, Melanie Rehm, Robin Schenkel, Ellen Zimmer Lewis, Rose Anne Martinuzzi & Susan Ellis (tentative list).
- **REACH & Liasion (Clara Buie, Liz Hill, Ellen Liebenow, Jennifer Topp)**
REACH is a way for staff to connect on campus which includes visiting with the President at his house, went to Athletics, HR Sessions, etc. This year we have met and we are planning out the dates and the events. We are still planning to continue the same format for REACH. Our first REACH meeting we are planning to hold a networking sessions to the REACH members and ERAC committee members as well. This is planned to help us network. They are held on Wednesdays over lunch (approx. 12:00-1:30PM). Our biggest concern that we do not overlap with Knowledge at Noon or Power Sessions (held through HR). We want to set

the dates ahead of time to avoid any overlapping. Our possible REACH cohort Topics: LUPD, Greek Life, First Year Experience, etc. The other part of the group is the Liaison. We thought it may be a good idea to connect with our campus affiliates (e.g. FSCN, CEC, HR, Pride Center, etc. *these are all listed on our ERAC website). We would like to figure out a way that an ERAC member could connect with a staff member in one of our affiliates. This does not need to be a manager or a leadership role. You may connect with a non- exempt or exempt member. The expectation is to at least get 75% of the ERAC group to connect with an affiliate and report back to ERAC.

- **Awards, Membership & By Laws (Mary Jo McNulty & Peter Bryan
*committee members will vary)**

We would like to move up the time frame for the ERAC award to avoid any confusion with the other University Awards. Next week the committee will meet to discuss the direction that they will need to go in for the upcoming year. Peter Bryan designed a form that made the award selection a much easier process. This is a fun and rewarding committee that will also allow you to recruit members of ERAC for the upcoming years. There is not much that goes on with By Laws unless there are changes that need to be made within the ERAC By Laws. This committee includes Mary Jo McNulty and Traci Mindler. If more ERAC members would like to join please contact Angela and Mary Jo. Matt Herr said he would not mind to be put on By Laws.

- **Executive Committee (Chair Angela Scott, Co-Chair Liz Miller Executive Secretary Morgan Nelson)**

We meet with Pat Johnson on a monthly basis to discuss topics that are taking place on campus. We will share information from our meeting with Pat Johnson to the ERAC members.

- Liz Hill is representing ERAC on the CEC Committee.
- Traci Mindler is representing ERAC on the Parking Appeals Committee.

- **Open Discussion**

We would like to leave this time open to talk and to share information or bring any issues to the table.

1. RAD Classes are a women's self-defense class. There is a class for women and a class for men. They try to show you deterrent movements or ways to get yourself out of a bad situation. We encourage anyone that has not ever taken it to take it. It is a commitment. There is no age requirement. It is open to ANYBODY to take the class. Classes are coming up so please contact the LUPD to sign up if interested. They try to limit the sessions to 20-25 sessions. Class is offered several times throughout the year.
2. President's Office asked if we could share some taglines that would support the Mission Statement of the University. Please email them to Angela so that she can provide them to the President's Office.

Ideas: "Lehigh is an inclusion institution..."

"Faculty, staff & students....."

We would like to respond to the President's Office by late Monday.

3. Orientation has been revamped for the International Students that will be arriving next week. There was a call out for volunteers to help the students when they arrive. If you see International Students on campus please be helpful.
4. International Friendship Program – Clara Buie will be sending out volunteer opportunities to help with the International Students. This program also includes monthly gatherings.

If you find a way that ERAC can help or co-sponsor please feel free to bring it to the table. We also plan on networking opportunities for the near future.

7) Meeting adjourned at 11:30AM by Susan Ellis and Peter Bryan.