



**'16-19**

Deborah Henritzky  
Liz Hill  
Ellen Liebenow, Chair  
Chris Ottey  
Marlene Vant Hoogt, Secretary  
Michael Weaver

**Chair ex-officio** – Liz Miller Coleman

**HR ex-officio** – Judy Zavalydriga

**'17-20**

Andrea Deimel  
Christina Finley, Vice Chair  
Tim Palumbo  
Casey Petroski  
Susan Szilagyi

**'18-21**

Sheila Alder-Stank  
Daniel Herrero  
Daniele Holland  
Alex Japha  
Christine Lake  
Caitlin Leidy  
Jennifer Mack  
Ashley Murphy  
Elizabeth Rasich  
Ashley Sciora  
Brian Wasserman  
Holly Zakos

**MINUTES**

**Employee Relations Advisory Committee Meeting  
Wednesday, March 13, 2019  
10 – 11:30am, UC 303A/B**

ATTENDANCE: Deborah Henritzky, Liz Hill, Ellen Liebenow, Chris Ottey, Marlene Vant Hoogt, Michael Weaver, Tim Palumbo, Casey Petroski, Susan Szilagyi, Sheila Alder-Stank, Daniel Herrero, Daniele Holland, Alex Japha, Caitlin Leidy, Christine Lake, Ashley Murphy, Jennifer Mack, Elizabeth Rasich, Holly Zakos

**1. Opening**

- a. Chair, Ellen Liebenow called the Wednesday, March 13, 2019 session of the Employee Relations Advisory Committee to order at 10:00 a.m.
- b. The motion to approve the ERAC Minutes of the January 9, 2019 meeting was made by Christine Lake and seconded by Ashley Murphy and approved unanimously. There was no February meeting due to inclement weather.

**2. Guest Speakers**

- a. Mark Ironside, Executive Director of Business Services  
Mark returned to ERAC to answer some questions on the new parking regulations to go into effect this summer. Mark has presented to ERAC, faculty senate and over 35 departments on what to expect related to the forthcoming parking and the transportation process. He thanked ERAC for giving him some feedback and met with senior leadership on some of the options to maintain an eco-friendly campus. The plan will be regularly reviewed and assessed. Some of the changes they have made from the prior communications are as follows:
  - Year 1 – Staff and faculty with a preference for Asa Packer parking will receive their request. The first come-first serve basis has been eliminated. They will be making every effort to match faculty and staff with their office location and zone. The registration process will begin April 8 and continue for two weeks.
    - Since the people who are on sabbatical and leave no longer have to contend with the first come-first serve basis, they will have a form to get their information in.



- We will tap the brakes on the car free zone for give us some of the flexibility on year 1 so we can work out the kinks.
- Saucon Village will be a free commuter lot if you have children in their day care facility. Finalizing a contract for an additional commuter lot on the Southside. There will be an all-day shuttle back and forth to the campuses.
- They are still continuing on with the \$250 faculty and staff increase to mitigate the cost.
- Adjuncts, wage employees and volunteer parking is half the cost of the faculty/staff parking.
- Number of spaces today for those with medical disabilities or medical issues (short or long term) is 118. It will max out at 211 and the number in between goes up and down depending on the number needed. If you are in need of a long-term or short-term disability parking permit, please reach out to HR (staff) or Provost (faculty) so the number will be adjusted.
- Definition of Day will be extended from 7am to 6am.
- Cost of evening and weekend permit has been decreased from \$190 to \$170.
- Bus service will begin at 6:30 am.
- Additional lighting and safety features are being implemented.
- Lehigh Communications will be sending this information out to faculty, staff, and graduate students during the week of March 18<sup>th</sup>.
- They plan on ironing out some of the kinks prior to the July 1 implementation. Expect some changes beginning the end of March.
- An email will be going out the last week in March with a link to a Qualtrics form to put your request in. If you use the commuter lot, you will still need to put your request in via this form.
- Medical facility spots are not going away.
- Retired faculty and staff will get a free permit for after 4:00 pm.
- Plan is to leverage the 3<sup>rd</sup> and New parking garage for events such as BOT and other large events.
- If you park at Asa campus and come in on the weekend, you do not need to purchase a weekend permit.
- Student lot in the back of Iacocca will be for everyone and Mountaintop campus will have no zones. You just need to find a place.

Please continue to give feedback as they will be assessing the comments regularly. If you have any questions, please reach out to Mark or contact Ellen if you wish to continue on with populating the Google form. They are taking our thoughts and concerns into consideration and doing their best to make the system better.

### **3. Approval of Treasurer's Report**

- a. Current Balance – \$944.54 (2 Knowledge at Noons-\$186.20, Staff Appreciation Event - \$405, promotional items \$1033)



- b. Pat Johnson said our expenses for Staff Development Day will be covered. We will have enough to continue with the awards plan as well.
- c. Motion was made by Deborah Henritzky to approve.
- d. Second Motion was made by Tim Palumbo.
- e. Treasurer's Report unanimously approved.

#### **4. Sub-Committee Report**

- a. Events

Today a Knowledge at Noon event will be held on Dual Factor Authentication. There is space available if anyone is interested in still attending. Since this will be impacting everyone by the end of the year, you may consider attending. Snacks are being paid for by LTS.

The Music Department went through with their event even though it was a snow day. Who Is In Your Backyard scheduled for April 18<sup>th</sup>. Iron Pigs is scheduled for June 29<sup>th</sup>.

- b. Campus Engagement

The "Share the Love" drive held last month as very successful. Everything was dropped off and the organizations, Victory House and New Bethany Ministries, were very grateful. Campus Engagement wishes to have a table for Staff Development Day. This Fall, they plan to continue with the Day of Caring. ERAC will be advertising and helping mitigate the cost of food for the Sustainability Trivia Day on April 16<sup>th</sup>.

- c. Membership/Awards

Membership: Finalizing ballot for campus to vote on new members. We will not be voting for non-exempt because we received the same number we need to fill. Awards: The committee sent out nomination form via email last week with a deadline of March 28<sup>th</sup>. They will not be sending a reminder because they already received a good number of nominations. We are moving forward with the (2) five hundred dollar awards.

- d. REACH

Annual lunch at the President's house was rescheduled due to inclement weather. When held, 30 people attended and there was good conversation on relevant and important information. On March 20, REACH will be holding a meeting in the basement of the UC on community engagement and how staff can get involved in volunteer opportunities. On April 17, Office of International Affairs will be speaking in Linderman Library.

- e. CEC

CEC's next meeting is scheduled for next week. They embraced a new format at meetings with round table discussions regarding what is happening around campus. One such topic was the inclement weather policy. Chris Halladay will report this week on the workplace survey results and how those themes transcend to staff. Meetings were held with subcommittee chairs on what has gone well this year and how to improve it for next year.

**5. Continuing Business**

a. Time Off Between Christmas and New Years

We spoke with Pat Johnson who said they are looking to move into a PTO system. Since there are pockets of staff who want to and have to be here, leaders will be encouraged to stagger, rotate, and implement flexibility during this week. Someone asked what does flexibility mean? If a supervisor says leave at a certain time, what does that translate into time off? This is a culture shift we have to adapt to and will be brought up at senior leader meetings.

A suggestion to look into increasing vacation time for those staff who have put in a good amount of time but not yet five years. HR policy for vacation has not been updated since 1987. There was mention as well that the daycare closes during the week of Christmas and New Years and those who use that benefit, have to find other options.

b. Staff Development Day – Save the Date for Tuesday, May 21, 2019

The Call for Presenters email went out with great response. We have 21 presenters in place. Last year the number was 16. We will be sending out a Save the Date for staff with request for RSVP's. We met with David Joseph and Claudine Sydney in Catering and the Asa Packer Dining Room has been secured. It will be set up similar to the holiday party in December with buffet and stations. People can grab and go and take advantage of the extended food options as well. We will continue advertising and send emails and postcards out. We will ask if President Simon can put something on Instagram and leaders will be encouraged to allow their staff to attend this event.

**6. New Business**

a. 2019-2020 Vice Chair and Secretary Positions

Please start thinking about vice chair and secretary positions for next year. Marlene is rotating off and Christina is moving into the chair role. Vice chair needs to be in the 2018-2021 group as they will move into the chair role the following year. You can nominate someone or nominate yourself. If you have any questions, you may reach out to the executive committee as well.

**7. Meeting adjourned at 11:40 a.m.**