



'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, December 12, 2018
10 – 11:30am, UC 306**

ATTENDANCE: Elizabeth Miller Coleman, Deborah Henritzky, Liz Hill, Ellen Liebenow, Chris Ottey, Michael Weaver, Andrea Deimel, Christina Finley, Tim Palumbo, Casey Petroski, Daniel Herrero, Daniele Holland, Alex Japha, Caitlin Leidy, Christine Lake, Jennifer Mack, Elizabeth Raisch, Brian Wasserman, Holly Zakos

1. Opening

- a. Chair, Ellen Liebenow called the Wednesday, December 12th, 2018 session of the Employee Relations Advisory Committee to order at 10:00 a.m.
- b. The motion to approve the ERAC Minutes of the November 14th, 2018 meeting was made by Debbie Henritzky and seconded by Casey Petroski and approved unanimously.

2. Approval of Treasurer's Report

- a. Current Balance – \$2582.52 (no change since last meeting)
- b. Motion was made by Christine Lake to approve.
- c. Second Motion was made by Debbie Henritzky.
- d. Treasurer's Report unanimously approved.

3. Sub-Committee Report

- a. Events
The Knowledge at Noon presentation was held with 25 attendees. The committee has a staff appreciation Men's basketball game scheduled for January 26th. There will be food and give-aways.
- b. Campus Engagement
There will be a "Share the Love" event on Valentine's Day, donations to be made to Victory House and Bethlehem Ministries. Committee met with the CSO office to discuss collaboration opportunities.



- c. Membership/Awards
They are getting ready for the new membership nominations. We are moving forward with the (2) five hundred dollar awards.
- d. REACH
Scott Gordon will be speaking on the history of Bethlehem, and there will be a lunch at the president's house in the spring.
- e. CEC
Human Resources is speaking at next month's meeting regarding staffing in regards to the path of prominence. The CEC is releasing a statement to the community regarding the parking changes.

4. Continuing Business

- a. Parking (see page 3 for bullet points)
Pat Johnson and Sharon Fields came to the meeting and addressed questions regarding parking. Look for a survey to come out in the upcoming weeks, after they compile the information from this they will be able to answer many of the questions more definitively. Please push the survey so they have accurate information. HR may be giving "Be Well" points for completing the survey.
- b. Time off between Christmas and New Year's Report
Information was presented to Pat Johnson, all of her questions answered. Human resources and the finance office are forming a committee to look at the time off policy, looking at a PTO model, they may ask to have an ERAC member on the committee.
- c. Staff Development Day – Save the Date for Tuesday, May 21, 2019
There will be a Call for Presenters email going out to the Lehigh community soon. Location will be in UC. Ellen will be working with events on the resources.

5. New Items

Jennifer Swann will be here in January to talk about the MLK Day event. Sirry Alang-FSCN, a faculty member will come speak to us about what they do, and who they are.

6. Meeting adjourned at 11:30 a.m.

- a. Motion to close was made by Tim Palumbo.
- b. 2nd Motion was made by Holly Zakos



Bullet points from December 12, ERAC meeting regarding parking:

Parking rates have not changed in 21 years; students pay more for their parking permits.

Lehigh decided a tiered system of payment would be the most equitable; percentage system would be too widespread.

New rates and parking system will start in July.

During inclement weather, staff and faculty parking remotely will be allowed to park on ASA campus or the New St. Garage. There will be changes in notifying personnel, and people will be encouraged to work from home.

Still determining who will be clearing the north lot from snow.

It will be an HR issue whether to use vacation time or not if you want to leave early during inclement weather.

Survey regarding parking preferences will be going out in January. There will also be a FAQ sheet sent, parking will share survey results.

There will be five more buses added, more routes added, ongoing process, will be adjusted as needed.

Parking will only fill 85% of the spots on ASA. There are three tiers, 1-ASA, 2-Mountain Top, and 3-Goodman.

Parking will speak to Lanta regarding alternate plan if they suspend their service.

Ticketing structure will be looked at, possible increase in fine for parking outside of your zone.

You must buy a permit to park on ASA campus after 4pm and on weekends, cost is 86.00, or you can park at Zoellner for \$1 per hour.

Looking at adding a shuttle stop at the Flatiron Building.

Commuter parking personnel can buy an academic break permit for \$190.00.

There will be some short-term parking spots for up to 2 hours. There will be handicap parking spots and an ADA shuttle.

An Event committee is being formed for departments who need a large amount of parking spots.

Admissions visitors – there are currently 54 spaces daily, will open those up if not scheduled to be used.

There will be a dry run for personnel to try new system in March.