



'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, January 9, 2019
10 – 11:30am, UC 303A/B

ATTENDANCE: Liz Hill, Ellen Liebenow, Chris Ottey, Marlene Vant Hoogt, Michael Weaver, Andrea Deimel, Christina Finley, 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, Ashley Sciora, Holly Zakos, Judy Zavalydriga

1. Opening

- a. Chair, Ellen Liebenow called the Wednesday, January 9th, 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 December 12th, 2018 meeting was made by Mike Weaver and seconded by Sheila Adler-Stank and approved unanimously.

2. Guest Speakers

- a. Jennifer Swann, Professor and Co-Chair of the Council for Equity and Community informed ERAC of the MLK Day Celebration. The event will be held on MLK Day, Monday, January 21st off campus at St. Peters Lutheran Church, which is housed next to Broughal. It starts at 11:30 a.m. and lunch will be provided so they need an RSVP. It has been advertised on the university announcements email with a link to sign up. The theme is gospel music and how it affects major movements and will include two groups from Lehigh singing. Attendees will be limited as they allow community members to attend and it is usually well attended. If you wish to go but taking off is a problem, please let Jennifer know as this is part of the CEC and there is provision for attending events like these. The closest parking for St. Peters is McGuiness Lot and around the church.
- b. Sirry Alang, Assistant Professor CAS, spoke regarding the Faculty Staff of Color Network (FSCN). This group traditionally was for faculty and staff of color but would like it to build community to all who work and attend classes on campus. It is very similar to the Faculty and Staff Pride Network. On February 15th, they



are inviting everyone who would like to attend the Phantoms game to join them. The university is paying for half the cost of the ticket. Expect a large event in March with local colleges to build allies and community in the Lehigh valley. Will be posted on the website.

3. 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 Andrea Deimel.
- d. Treasurer's amount expected to reduce events in the near future.
- e. Treasurer's Report unanimously approved.

4. Sub-Committee Report

a. Events

The next event is geared towards education what to expect in the admissions process. The event is next Friday and no reservations are needed. This event will be especially helpful for those who are concerned that their child will be on track for college. The next event will be the Faculty Staff Appreciation Day basketball game scheduled for Saturday, January 26th. We will need an RSVP for catering as there will be food as well as give-aways. Students will be back so there intends to be a great deal of energy forecasted for this event. On February 20th, there will be a music department recital held during lunchtime. We are helping with the advertising on this. The presentation on intercultural communication will be on February 6th and the Iron Pigs game will be June 29th.

b. Campus Engagement

There will be a "Share the Love" event the week of Valentine's Day, donations received will be directed to Victory House and New Bethany Ministries. Committee met with the CSO office to discuss collaboration opportunities. The flyer was finalized.

c. Membership/Awards

Membership: Call for new member nominations are going out next week via ERAC email and will be advertised in the HR Spot as well. They will have until February 4th to nominate. The next steps are making sure they want to be on the ballot and collecting their statement. The vote to fill a total of 7 spots (3 exempt and 4 non-exempt) will most likely be in April.

Awards: The committee will be selecting recipients in March and 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. The next REACH is a lunch for Feb. 20th at President Simon's house. The REACH event for March will have a presentation from the Office of Fraternity and Sorority Affairs.



e. CEC

CEC's next meeting is scheduled for next week where they will be doing a reset for the semester and talking on communication.

5. Continuing Business

a. Parking

Pat Johnson was very happy to attend the meeting in December and attend to some of the questions. The summary was included in the December minutes. Someone indicated that they don't seem like they are taking the equity concern into consideration and that it is avoided being discussed. Another survey will be sent out and we should voice our concerns to their response. Please be sure to do the survey. We meet with Pat Johnson regularly and will continue to bring all concerns presented to us to her attention. Another person indicated that there are some staff with mobility issues she works with who are very concerned. ERAC will be on the lookout for the survey and will continue to discuss this.

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

The Call for Presenters email went out to the Lehigh community with some responses and expectation for more coming in through the middle of February. If you or your area would like to present, please be sure to contact Ellen. We will be going back to the surveys from last year to see if there are things that people would have liked to see that we can implement. Please be sure to post anything that you get. Team drive has the surveys housed as well for last year for reference.

Alias for email has been changed to erac@lehigh.edu.

HR ramping up the diversity training and working on a track for people to check to see where they are with some of the trainings. Donald Outing has offered to assist with a presentation to ERAC regarding some diversity education and issues as well. Judy recommends Inclusion Insights training presented by Linda Lefever, which will be an expected training for all staff to attend in the next year. Everything is on Page Up as well is in the Draft Book library. Cornell Interactive Theater who presented on bias in the search process will be coming back to Lehigh to present again. HR working profusely with LTS to get your specific trainings in the learning library.

Tomorrow will be a Winter Workshop for faculty re: drones and 3D renderings held at the MFL370 from 9am-2:30pm including lunch. This is mentioned as well in the university announcements.

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

- a. Motion to close was made by Liz Hill
- b. 2nd Motion was made by Tim Palumbo