



'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, November 14, 2018
10 – 11:30am, Iacocca A235**

ATTENDANCE: Elizabeth Miller Coleman, Deborah Henritzky, Ellen Liebenow, Chris Ottey, Marlene Vant Hoogt, Michael Weaver, Andrea Deimel, Christina Finley, Tim Palumbo, Casey Petroski, Susan Szilagyi, Daniel Herrero, Daniele Holland, Alex Japha, Caitlin Leidy, Jennifer Mack, Ashley Murphy, Ashley Sciora, Holly Zakos

1. Opening

Chair, Ellen Liebenow called the Wednesday, November 14, 2018 session of the Employee Relations Advisory Committee to order at 10:05 a.m.

The motion to approve the ERAC Minutes of the September 12, 2018 meeting was made by Debbie Henritzky and seconded by Caitlin Leidy and approved unanimously.

2. Approval of Treasurer's Report

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

3. Sub-Committee Report

a. Events

The Knowledge at Noon presentation on Lehigh Athletics was held with 28 attendees. The Events Sub-Committee will be cosponsoring a musical performance by students and faculty on February 20th (at Zoellner). In April we are having a speaker at Knowledge at Noon present a lecture on birding. Events is working in collaboration with the Pride and Color Networks in sponsoring an Iron Pigs event on a weeknight in July. The faculty and staff appreciation night will

held in conjunction with the double header basketball game in January. Staff Development Day planning will be in full force after the holidays.

ERAC will advertise on the Thursday, November 29th lecture at noon on the subject of baseball. We were asked about providing snacks and indicated our budget has been committed for the year. Ellen indicated to send the advertising request to the inerc@lehigh.edu email address for distribution to the campus community.

b. Campus Engagement

Campus Engagement met a few weeks ago with Jane Josephson about various opportunities for campus engagement. There are multiple opportunities to explore: holiday hope chest, blood drive, spring fling, homework club and donation collections. We would like to have another personal item collection drive this year with the dates close to Valentine's Day to benefit the Victory House or New Bethany Ministries. The start of this will most likely be in January. We had an ERAC speaker on Veteran's Day and ERAC briefly gave some positive remarks and appreciation to the Veteran's. Everyone was very appreciative and questions were asked about ERAC. Christina indicated that her department contributes to a Wounded Warrior Project and if you feel led the help contribute, please see her.

c. Membership/Awards

Casey Petroski announced that they will be meeting at a later date to start the awards and membership process. Ellen indicated that ERAC would like to recognize staff so the amount is aiming for \$500 for each of the two awards. She is preparing a proposal to Pat Johnson and is hopeful that it will be approved.

d. REACH

Chris Ottey said they will meet on November 28th with the OIR. A President's Lunch will be scheduled for the Spring.

e. CEC

New sub committees and working groups have been chosen and they are off to a strong start. A great deal of requests have been put in for funding. CEC reports it has been great to see engagement with students.

4. Continuing Business

a. Parking

As a result of September's meeting, a Google document was developed and added to the drive where ERAC members can voice their concerns or ask questions. Ellen went through the document and filled in the answers that were answered on the Connections document with the corresponding link. If she was unable to find the answer, she sent the question to Mark Ironside for him to research and answer.

A Connections FAQ document has been created by Parking and Transportation to answer these concerns. The document was emailed to ERAC prior to the meeting for review.

The Transit Lunch and Learn centered on 'event parking' was held. The plan being communicated is that all faculty and staff will receive two daily passes for the year to park where you need to if you are visiting a zone that is not designated for you. The parking will be set up by zones with ten visitor spaces for each zone. Once they fill up, there will be other spaces. A parking mobile app can be used as well with payment processing to be done on-line. Visitor passes are \$8 each and you can purchase up to 10 at one time. If you do not use the visitor pass, you will not be billed for it, however, it will not be a rollover system onto another day. New purchases will need to be made. They are still making decisions on what will be the plan for the large Zoellner and Iacocca events. An events parking committee will be developed with the intent to help work on the logistics and making things run smoothly for everyone. If you wish to be involved in that committee, please contact the parking coordinator.

Scratch off permits can be used until June 30. If you have some and do not use them, you may return for a refund. Payment will be required to use visitor parking on the weekends and after hours - \$86 in addition to the regular parking fee. A suggestion made was for the departments to build in parking costs into the fees. You can park anywhere after 4pm but will still need that special \$86 permit.

The elimination of the tiered payment system based on annual salary seems to be the most common complaint that the ERAC members are hearing from the campus community. We are getting feedback that it is not just the graduate assistants and non-leadership employees who are against this, but higher income earners as well do not think it is equitable. The graduate student senate wrote a letter to leadership and ERAC executive committee members were copied as well. The teaching assistants and graduate assistants are not eligible for the \$250 subsidy and have to pay the parking fees. ERAC offered its support. This inequity may affect admissions and enrollment as we do not have too many online graduate classes as compared to the other schools. Also inequity affects hourly employees who are on a time crunch. .

Is telecommuting an answer? Not all jobs at Lehigh are conducive to telecommuting. And you still have to have a parking permit. There will be a survey distributed via email to the campus community for everyone to indicate their best guess on what type of permit they want for planning purposes. Debbie indicated that a great deal of people are waiting to make decisions on where to park until we find out more information and concerns are answered.

Pat Johnson and Mark Ironside will be guests at the December ERAC meeting where we will be able to voice our questions and concerns in a professional and respectful way. A Google document is being created for ERAC members to

populate with questions and concerns that are not addressed yet. Please do not duplicate questions

b. Time off between Christmas and New Year's Report

A meeting was held with Pat Johnson in October who indicated she liked our research and our report. She had some questions that required follow up and we will be meeting tomorrow to finalize some of those follow up questions. The time off will not be possible this year. Pat mentioned that the Trustees may consider PTO instead of siloing each time-off category. She said that she was very impressed and for her to only have four questions was surprising to her. The information we are gathering is getting the overall time off for some of the institutions we looked at. She also asked for employee working vs. not working was first impressed with all the research. She only had four questions which was surprising to her. She wants us to get more information on getting the overall time off for some of the institutions and also for some areas of Lehigh that were not represented in the report (especially non-student based departments).

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.

d. Mountaintop Gym

Due to the discussion about parking and the inaccessibility for Mountaintop employees to get a reasonable workout in during the lunch hour with the new transit system, conversations about installing a gym are in progress

5. New Items

- MLK Day

Jennifer Swann, Professor and Co-Chair of the Council for Equity and Community will be here in January to talk about the MLK Day event.

- Graduate Student Senate Letter re: Parking

As mentioned earlier in the parking report, a letter from the Graduate Student Senate was presented to leadership with ERAC executive board copied. We gave our support.

- Health Care Cost Increases

A letter was written by an employee to Human Resources, with ERAC copied indicating that when figured, the percentages of health care cost was going up significantly more for employees than the university contribution percentage. Toni Lee answered the email and gave the ration for the cost.

- Long Term Disability Tier Changes

It was mentioned in a Human Resources meeting that Elizabeth Coleman Miller and Marlene Vant Hoogt attended that the long term disability changes being

tiered according to salary. Human Resources indicates that the benefit has not changed but the salary thresholds have. It was recommended for HR to provide inservices like that have in the past when we have major health care coverage changes. This year we did not get an opportunity to attend an inservice, but it rolled right into open enrollment.

- Chris Halladay, Associate Vice President of Human Resources, joined the meeting to speak of his appreciation for Staff Development Day. He invited Traci Mindler and Robin Schenkel who were ERAC members last year who were instrumental in the development of this event. Chris expressed appreciation for the hard work put into the event that was considered a success with over 200 attendees. Joining the meeting came: Christopher Houtz (Assistant Chief of Police), Richard McGarr (Lieutenant), Jason Schiffer (Chief of Police), Fred McGrail (Vice President University Communications), Frank Roth (General Counsel) Heather Hosfeld (Deputy General Counsel), Mary Jo McNulty (HR Associate) and Ainsley Lamberton (Administrative Director) joined the meeting. Ainsley nominated Ellen, Liz, Robin and Traci for the Tradition of Excellence Award for their work on a very successful Staff Development Day. Read by Mary Jo McNulty: *Tradition of Excellence Award Recognizes Character, Job Performance and Team Focused Contribution*

We would like to recognize Ellen, Liz, Robin and Traci for their work on the first ever Staff Development Day. Their nomination states, "As past and present members of ERAC, Ellen, Liz, Robin and Traci value the need for ongoing staff development amongst their colleagues. Understanding that not every staff member's position allows for off-campus development, the group brainstormed ways to offer a full-day session of opportunities. Following benchmarking calls and meetings with other colleges, Ellen, Liz, Robin and Traci sketched out a 16-session workshop, offering professional and personal development sessions. Never ones to forget details, Ellen, Liz, Robin, and Traci engaged Dining Services, scheduling the two university food trucks for attendees. The objective of the Staff Development Day was 'to offer staff opportunities to enhance their skills, invest in personal and professional growth, re-establish relationships with co-workers, and ignite new interest in projects and goals looking forward'. Staff Development Day provided the potential for better performance and satisfaction on the job. More than 200 staff members registered and attended the sessions, far exceeding initial goals for attendance. Survey feedback from attendees expressed appreciation for the opportunity, excitement for learning from such a wide range of workshops, and ideas for future sessions. I'm particularly impressed by Ellen, Liz, Robin, and Traci's holistic approach to their planning and execution, from idea gathering to analytics

following the event. They truly exhibited a team-focused contribution to the university community.”

6. Meeting adjourned at 11:20 a.m.
 - a. Motion to close was made by Holly Zakos.
 - b. 2nd Motion was made by Chris Ottey.