



ERAC Employee Relations Advisory Committee

Meeting Minutes

Wednesday, January 11, 2017

10:00 a.m.

UC 306

Members

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

Absent: Marlene Vant Hoogt, Bob Bruneio, Peter Bryan, Robin Schenkel

Guest speakers:

Toni Lee Febbo – Director, HR Services

Minutes taken by Morgan Nelson beginning at 10:03AM

December Approval of Minutes: Traci Mindler and Mary Jo McNulty

Beginning Fund Balance: \$4298.25

Ending Balance \$2706.75

Treasurer Report Approved by Mary Jo McNulty and Susan Ellis

1) Toni Lee Febbo, Director of HR Services

- The last couple of meetings there have been questions about salary benchmarking. In the early 2000's we started using a Market Reference System. We look at the salary surveys and then look at our salary compensation charts. Each year we do a study that reports back on how competitive our salaries are and we share this with top administration at Lehigh. We have a company that tracks salary surveys each year. We have over the years made large investments in bringing salaries up. Last one was done in '05, '06' and '07. We will look at specific jobs and make adjustments. We routinely review the police department for example. We have done outside studies for them.
- If we are looking at positions that are unique to Higher Education we will be looking at regional institutions with graduate program.

- Position Descriptions can be changed but you must get your Supervisor involved in the process.
- How can we remain competitive in keeping the talent here when they have an offer from another institution? This is all budget driven. We cannot assume it is the exact same job. Every job has its unique features. Lehigh makes very few counter offers.

Committee Updates

Events/Communications – Knowledge at Noon sessions are being held January 19th (Be Well) and January 31st (Music Department), February 23rd (Printing). Other dates are not confirmed but we have other departments onboard. Looking to host an Ice Cream Social (?) May 10th. We have an ERAC meeting scheduled that day already from 10:00-12:00PM. We are looking to possibly shortening the meeting time and leading into the networking event. Bring your own lunch. Ice Cream provided. If you attend a Knowledge at Noon you will receive 25 Be Well points. All of the Knowledge at Noons need to have a sign in sheet.

REACH

We had a meeting last month at Goodman Campus (9 attendees). It was a very interesting and great meeting. Next Wednesday, International Affairs is hosting the cohort. We are hoping for February that the President and the CEC will be hosting us. We also have Center for Community Engagement and Community Service later in the semester.

Membership/Awards

Nothing to add since last month. We met and finalized the time line. We will be gearing up since membership is coming up.

Please let Angela know if you want anything to be in put in the Spotlight and she will pass it along to Hillary Kwiatek.

Path to Prominence – there has been talk about the Path to Prominence town hall take place again today. It may be held in a different format (e.g. questions submitted beforehand & the event may be held by Pat Johnson).

Bob Bruneio will present at an upcoming meeting for a charity project that will take place in the spring.

Open Discussion – Mary Jo McNulty is looking for volunteers that will help with the University Awards Committee. Email her if you are interested. They will only need to meet 1-2 times. She needs one exempt and one non-exempt employee.

2) Meeting adjourned at 11: 51AM by Jennifer Topp and Michael Weaver.