



ERAC Employee Relations Advisory Committee

**Meeting Minutes**

Wednesday, November 9<sup>th</sup>, 2016

10:00 a.m.

UC 303 AB Hutchinson Room

**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:** Robin Dougherty, Mary Jo McNulty, Bob Bruneio, Peter Bryan, Katrina Kraft, Rose Anne Martinuzzi, Michael Weaver, Judy Zavalydriga

**Guest speakers**

Pat Johnson, VP Finance & Administration

Minutes taken by Morgan Nelson beginning at 10:03AM

October Approval of Minutes: Susan Ellis & Traci Mindler

Beginning Fund Balance: \$2,806 (Phantoms was paid & deposit was made for Iron Pigs)

Ending Balance \$965.25

Treasurer Report Approved by Ashley Baker & Susan Ellis

**1) Pat Johnson, VP of Finance and Administration discuss Path to Prominence**

Pat Farrell will be giving a Path to Prominence Brown Bag on December 6<sup>th</sup>, 2016.

Plan includes adding:

- 1,000 Undergraduate Students
- 750 Graduate Students
- 100 new faculty
- Health College (came out of the World Cafes)
- Residence Halls will be built on Brodhead to house additional students
- Expanding Asa Packer Campus
- Administrative Staff is being moved to 3<sup>rd</sup> & New St.
- Expansion plan for Iacocca Hall

- Updating on Chandler-Ullman (currently)
- We are currently 2.4 staff to each faculty so we do plan on increasing staff

We did borrow \$150 million of taxable bonds and this plan will include lots of fundraising. We need to look at all of our resources and improve our research position at Lehigh. Our ratings have been dropping over the past couple of years. We are trying to address that with some of these changes. We also need to invest in sustainability. We are talking about Data X moving up to Mountaintop (which we are trying to make a 24 hour campus). This is not a final draft. A lot of what happens will depend on gifts. There are questions as to why staff are not mentioned in it.

**2. High Five Program** – intention was to say “thank you” or acknowledgement of someone doing something generous. Submission comes in ERAC Inbox and then someone from there we would send a certificate to the person that was acknowledged and let their supervisor know. It also gets posted to the website. Three templates are on the ERAC Google drive that would be sent to recipient, Supervisor and the person who submitted it.

**3. EMAIL Protocol** – Currently Liz is the moderator of the listserv. Do we believe that someone else in the other committees should be the moderator? Liz is also an admin to the entire account. Should a moderator be in communications or membership? Since those are the groups that send the most amount of emails. We as an Executive Committee will further discuss protocol.

Executive Committee: Let the Communications Committee know the budget that they can spend for Knowledge at Noons.

### **Committee Updates**

**Events/Communications** – Knowledge at Noon session is being held tomorrow (11/10) at the Police Station. The committee is meeting tomorrow as well.

### **REACH**

We do not have a topic picked for next week’s REACH cohort meeting. President Simon is on the schedule for February.

### **Membership/Awards**

Conversations will happen in the future.

Path to Prominence is sponsored by ERAC so please make yourself available on December 6<sup>th</sup> at noon in the Great Hall at Lamberton. Link was provided for registration for food purposes.

Bob Bruneio has some ideas for community work in the spring.

The benefits pamphlet was sent out. Open enrollment is open until November 28<sup>th</sup>. Please log in online and complete the open enrollment. All employee must do this. ERAC suggests that they need communicate better regarding the benefits.

An issue should be raised about staff salary benchmark. This should be on our agenda at next month's meeting. Angela will invite Chris Halladay to discuss benefit premiums and salary benchmarks.

HR will need volunteers at the University Holiday Party (12/15). Sign Up sheet will be going out over the next couple of weeks.

**2) Meeting adjourned at 11: 40AM by Traci Mindler & Jennifer Topp.**