



ERAC Employee Relations Advisory Committee

ERAC February 2016 Minutes

Members:

Mary Jo McNulty	Melanie Rehm	Ashley Baker
Clara Buie	Morgan Nelson	Lynn Takacs
Robert Bruneio	Angela Scott	Judy Zavalydriga
Travis Spencer	Robin Schenkel	Peter Bryan
Randy Shebby	Dan Zeroka	Elizabeth Miller
Katrina Kraft	Jennifer Topp	Traci Mindler

Absentees: Elizabeth Miller, Angela Scott

Bob Bruneio called the meeting to order at 10:03AM.

January Minutes

January minutes were not available for approval.

Treasurer's Report

Beginning Year Balance: **\$ 2,209.00**

Ending Balance: **\$ 2,209.00**

Randy Shebby made a motion to accept the Treasurer's report. The Treasurer's report was approved as read.

Events Update (given by Katrina Kraft)

There will be an Iron Pigs game on Saturday, June 18th for Lehigh employees. We paid \$376.00 for the deposit.

By Laws-

Katie Kennedy resigned from ERAC and left Lehigh for another position. The By Laws Committee met last week and will be sending out amendments this afternoon. Amendments were about upping two more people in the membership & to be able to vote for whoever you want (such as exempt & nonexempt).

Membership Committee Update

Members who have left this spring are Joann DeSalvatore and Katie Kennedy. With past vacancies we have gone back to the list of people who were previously elected from the past year. That would allow us to bring people on next month rather than next year. We will reach out to the people who are still eligible and ask them if one person wants to join for one year and the other person join for two years. Starting next week we will start creating an election ballot. Questions to go on ballot: What is a campus issue that ERAC can address? What committee would you be interested in? Nominations are currently closed.

Liaison Committee Update

With Katie Kennedy leaving we are losing one person to the liaison committee. We need to consider adding one more person to the committee or do we keep it at 3 for the remainder of the semester. When the new folks come in we will add an additional member to the group. The list of liaisons is on the Google Drive.

Communication Committee Update

We are trying to work on a better way to send professional emails to the staff. (Peter Bryan is working on it) We would like to set up a template with ERAC logo on top in a HTML format to make it look more professional. We want the ability to send out photographs without a hassle. We are also trying to come up with ways to better network such as - Networking with ERAC event (establish name to face) "Coffee break with ERAC"?

Awards Committee Update

As of today we have 5 submissions for awards. Variety of exempt and non-exempt. We are hoping for more by the time the nominations close. We will be reminding people in the next week. The link is also on the ERAC website. Two

awards have been ordered. We are keeping the nominations open longer this year until April 15th.

REACH Committee Update

We had a REACH meeting last month with OFYE. The February meeting will be meeting with John Simon and CEC Executive Committee. It will be at the President's house and they offered to buy the group lunch. We have two more sessions before we finish out for the year.

Chair's Update by Bob Bruneio:

- We are looking to bring President Simon to meet with us by the end of year.
- CPR Initiatives – there are up to 300 trainees. February, March, April, May and June are all sold out.
- Access Controls in HR – Access Control and the Police are merging in an organizational change. HR and Counseling centers are also changing their security setting. You will need to swipe in if you are a Lehigh employee if not you will need to identify yourself and be buzzed in. Access Control and Gold Plus have also merged. These changes will be officied on April 1st.
- Human Resources and HR will meet with us next month (March).
- Leadership Roles - If someone can help with Vice Chairs (for the future) that will be great. We need to start thinking and reevaluate to see if you can take a leadership role. We also need a Parking Appeals member since Katie has left.
- Bob attended a meeting with HR and CEC. They are actually looking into bringing in training and restructuring. We are looking at the entire talent management (talent and professional development). Performance Management (GPS) is revamped for the coming year. We are currently testing out a pilot group around campus. Looking to do it quarterly. Doing away with the numerical piece of ratings.
- New Employee Orientation was held last week with 19 new employees.
- Think about ERAC identifications for the near future (name tags, shirts, etc)
- Smoking Survey – Please participate and pass it along to other people. 750 responded – 80% prefer we go to non-smoking. We will not know the results of the student survey until April/May. Many comments were made.

Either completely for it or against it. We will have survey results finalized in a month or so. Combine it to a report and kick it up to higher admin.