



'16-19

Deborah Henritz
Liz Hill
Ellen Liebenow, Chair
Chris Ottey
Marlene Van Hoogt, Secretary
Michael Weaver

'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

Chair ex-officio – Liz Miller Coleman

HR ex-officio – Judy Zavalydriga

MINUTES

**Employee Relations Advisory Committee Meeting
Wednesday, August 8, 2018
10 – 11:30am, UC303AB**

ATTENDANCE: Elizabeth Miller Coleman, Judy Zavalydriga, Liz Hill, Ellen Liebenow, Chris Ottey, Michael Weaver, Christina Finley, Casey Petroski, Sheila Alder-Stank, Daniel Herrero, Daniele Holland, Alex Japha, Christine Lake, Caitlin Leidy, Jennifer Mack, Ashley Murphy, Elizabeth Rasich, Ashley Sciora, Brian Wasserman

1. Opening
 - a. Chair, Ellen Liebenow called the Wednesday, August 8, 2018 session of the Employee Relations Advisory Committee to order at 10:05 a.m.
2. Approval of Treasurer's Report
 - a. Current Balance – \$3,532.22
 - b. Outstanding Invoices to date: \$1,400 + for promotional items
 - c. Waiting for T-Shirt invoice
 - d. Rollover from last year of \$1,858.00
 - e. Printing for Staff Development day was \$305.00
 - f. Motion was made by Mike Weaver to approve
 - g. 2nd Motion was made by Ashley Murphy
3. Sub-Committee Selection
 - a. Members were given ballots to select their 1st and 2nd choices for Sub-Committees, to be returned to Ellen by end of day to be placed into their committees. CEC and Parking committees do not need members at this time. Members will be notified of their placement and contacted to schedule their first meetings.
4. Continuing Business

- a. Ropes Course – Thursday, August 16th from 12-2, members were reminded to bring waiver and medical information form to the course with them.
 - b. CPR/AED/First Aid training – Everyone was encouraged to attend and spread the word to their departments.
 - c. Time off between Christmas and New Year's report – Committee was asked for volunteer(s) to format the information into a report to give a comprehensive presentation to Pat Johnson.
5. New Items
- a. Parking Services will be giving a presentation at our September meeting; this will be a two hour meeting to accommodate the agenda. Please submit all questions and incentive ideas by email to inerc@lehigh.edu.
6. Meeting adjourned at 11:15 a.m.
- a. Motion to close was made by Chris Ottey
 - b. 2nd Motion was made by Liz Hill