

'15-'18 Term

Elizabeth (Liz) Miller-Coleman, CHAIR
Robin A Schenkel, SECRETARY
Peter Bryan
Mary Jo McNulty
Traci Mindler
Jennifer Topp

'16-19 Term

Ellen Liebenow, VICE CHAIR/TREASURER
Deborah Henritzky
Liz Hill
Ellen Zimmer Lewis
Christopher Ottey
Marlene Vant Hoogt
Michael Weaver

'17-20 Term

Donna Clearie
Andrea Deimel
Christina Finley
Jessica Manno
Timothy Palumbo
Casey Petroski
Susan Szilagyi

Judy Zavalydriga, EX-OFFICIO - Human Resources Representative
Vacant, EX-OFFICIO – 2016/2017 ERAC Chair

MINUTES
EMPLOYEE RELATIONS ADVISORY COMMITTEE MEETING
Wednesday, May 9, 2018
10:00am-12:00pm / UC Room 303

ATTENDANCE:

Elizabeth Miller-Coleman, Robin Schenkel, Peter Bryan, Traci Mindler, Deborah Henritzky, Liz Hill, Christopher Ottey, Marlene Vant Hoogt, Michael Weaver, Christina Finley, Tim Polumbo, Susan Szilagyi, Judy Zavalydriga

1. Opening
 - Chair, Liz M-C called the Wednesday, May 9, 2018 session of the Employee Relations Advisory Committee to order at 10:09 a.m.
2. Approval of April 2018 Minutes
 - Motion was made by Christine to approve the minutes
 - 2nd Motion was made by Tim
3. Approval of Treasurer's Report
 - Current Balance as of today = \$1,750.60
 - Nothing has posted since last meeting
 - Outstanding Charges:
 - o \$1,400+ for promotional items purchased
 - o May Knowledge @ Noon
 - o Staff Development Day printing and mailing
 - Expect approximately \$200 left after outstanding charges are posted
 - Motion was made by Mike to approve the Treasurer's Report
 - 2nd Motion was made by Debbie
4. Sub-committee's and Working Group Reports
 - a. Executive Committee
 - i. 2018-2019 Vice President – Christine has volunteered
 - ii. 2018-2019 Secretary Position – Marlene still has interest, no one else has come forward
 - iii. Liz M-C will confirm at June's meeting, making sure no one else has interest.

- b. Bylaws Committee
 - i. No report this month.
- c. Campus Climate/Membership/Awards Committee
 - i. Peter reported they have received 35 submissions to date. Deadline is this Friday, May 11th.
 - ii. 50% has been exempt status and 50% has been non-exempt
 - iii. Filling 6 exempt and 4 non-exempt
 - iv. There is recurring feedback from people saying they are not getting ERAC emails. The Listserv is not reaching the new faculty and staff. Liz is getting a lot of returned emails. She is working with Bobby in LTS, allowing the emails to reach more people using groups instead of the listserv.
 - v. Discussion regarding attendance. By laws state after 2 meetings missed, time to think about current responsibilities and whether ERAC is something to continue or discontinue moving forward.
 - vi. Alternates: After filling current term, others could be used as alternates, filling in positions that become open.
 - vii. Due to the lateness of appointing new members, the June meeting will include current members only. New members will be invited as of the 1st meeting in August.
 - viii. Suggested to host a Retreat the 1st week in August that would include the new members. This would be for professional and group development. Time set aside for Committees to network and start planning their year.
 - ix. Name Tags have been suggested to be used for every meeting moving forward.
 - x. Set up Zoom meetings has been suggested several times now.
 - xi. As far as Awards, Pat Johnson is not a fan of individual awards. She suggested looking for more ways, new ideas, on how to appreciate and serve more of the community other than 2 individuals. Majority of Committee seems to agree, reaching more people should be the main focus.
- d. Communications/Events Committee
 - i. Yesterday was the last Knowledge @ Noon for this year. Very good turnout, approximately 40+ attendees. Will invite Barbara back in the Fall.
 - ii. Other Fall ideas:
 - The Bee's
 - Adrienne Washington, Southside Initiative
 - International Office
 - Basketball vs Football Game for Faculty/Staff Appreciation
 - Re-visit Iron Pigs and Phantoms, attendance has been low this year.
 - Look into Lehigh Valley Roller Girls
- e. REACH/Liaison Committee
 - i. Liz H. reported on the last meeting for REACH. Very disappointed, only 4 cohorts showed up while there were 12 staff members from Development and Alumni Relations. Other than Liz, no other committee member attended.
- f. CEC Representative
 - i. Liz H. reported that the CEC Executive Committee is working on the first Annual Report. A Retreat has been scheduled for a full day in August at Bear Creek Resort.
 - ii. Visions will no longer be the consultant for the University. Looking into new possibilities.
 - iii. Three sessions have been scheduled to talk about the climate survey; May 30, June 27, and July 25. A different theme/topic discussion will be introduced at each session.

- iv. Liz has stepped down from the CEC Climate Survey Subcommittee but will remain on CEC in the role of Tri-Chair.
- g. Parking Appeals Working Group
 - i. No report this month.
- 5. Continuation of Action Items from previous meetings:
 - a. Community Service Project
 - i. Traci reported she has completed the Flyer which will be distributed through and ERAC email. She has been working with the Bethlehem Farmer's Market to set up a spot for ERAC members to collect donations. Sign in sheet will also be sent around for volunteers for May 10th, May 17th, and May 24th. Two Shifts/Two Volunteers per shift are requested. Time frames: 11:45 a.m. to 12:30 p.m. and 12:30 p.m. to 1:15 p.m.
 - ii. Closing out donations by end of May.
 - b. Community Service is still looking for volunteers to help out during the Southside Sale. Email Carolina or David Joseph if interested.
 - c. Staff Development Day – Wednesday, May 23rd, 2018
 - i. Liz M-C reported to date there are 88 RSVP's received by email.
 - ii. David Joseph transferred \$1,000 to the ERAC account to cover lunches. 250 vouchers were printed to hand out at time of registration.
 - iii. Registration will take place in the Global Commons starting at 9:30 a.m.
 - iv. Coffee, Tea and Water will be available while participants walk around visiting the resource tables.
 - v. Also gives participants time throughout the day to network.
 - vi. Still need people to volunteer for the Registration Table and to point people in the right directions.
 - vii. Volunteers that have committed:
 - Liz M-C, Ellen, Robin, Judy and Traci: All day (approx.. 9:00-3:00)
 - Chris: 10:00-12:00 and 1:00-2:00
 - Christine: 10:00-11:00 and 12:30-1:30
 - Debbie: 11:00-12:00
 - viii. **Still looking for more volunteers. Please email Liz M-C, Ellen or Robin with your availability.**
- 6. Meeting Adjourned at 11:30 a.m.

Respectfully submitted,
Robin A. Schenkel
2017-2018 ERAC Secretary