

**'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 Henritz  
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, June 13, 2018**  
**10:00am-12:00pm / UC Room 303**

**ATTENDANCE:**

Elizabeth Miller Coleman, Robin Schenkel, Peter Bryan, Mary Jo McNulty, Traci Mindler, Ellen Liebenow, Deborah Henritz, Liz Hill, Chris Ottey, Donna Clearie, Andrea Deimel, Christina Finley, Tim Palumbo, Casey Petroski, Susan Szilagyi, Judy Zavalydriga

1. Opening
  - Chair, Liz M-C called the Wednesday, June 13, 2018 session of the Employee Relations Advisory Committee to order at 10:08 a.m.
2. Approval of May 2018 Minutes
  - Motion was made by Traci to approve the minutes
  - 2<sup>nd</sup> Motion was made by Mary Jo
3. Approval of Treasurer's Report
  - Current Balance = \$2,418.10
  - Outstanding Invoices to date: \$1,400+ for promotional items
  - Difference from last month: \$1,000 support came from Auxiliary Services
  - Motion was made by Christine to approve the Treasurer's Report
  - 2<sup>nd</sup> Motion was made by Debbie
4. Sub-committee's and Working Group Reports
  - a. Executive Committee – Confirmed Positions for 2018-2019
    - i. Chair – Ellen Liebenow
    - ii. Vice Chair/Treasurer – Christine Finley
    - iii. Secretary – Marlene Vant Hoogt
    - iv. Ex-Officio, Human Resources – Judy Zavalydriga
    - v. Ex-Officio, 2017-2018 Chair – Liz Miller Coleman
  - b. Bylaws Committee  
No Report

- c. Campus Climate/Membership/Awards Committee  
Campus Climate: No Report

Membership: Voting due next week. 212 votes came in to date. Questions have been raised as to why you needed to check off either Yes/No for voting. Why not just choose those you are voting for? Peter responded, for Bias reasons. Casey referred to a few years ago when a non-exempt could only vote for a non-exempt individual and exempt only voted for exempt individual. This process was changed a few years ago since everyone works alongside of each other everyone should have the ability to vote for whom they want.

Awards: Pat Johnson not in favor of awards. Rethink for next year.

- d. Communications/Events Committee  
Iron Pigs, 31 tickets sold for Saturday's game. Christine picked up the tickets and distributed them yesterday. Susan reported that they have a few Knowledge at Noon sessions already filled for the Fall due to individual's reaching out to the committee to get on board.
- e. REACH/Liaison Committee  
No Report
- f. CEC Representative  
Liz H. reported nominations for Executive Committee were being taken. A new consultant is on board replacing VISIONS. Looking at rebranding CEC, its vision and mission. Working with Donald Outing and their retreat has been scheduled for August.
- g. Parking Appeals Working Group  
Traci rolling off. New representative from ERAC will be needed in the Fall.

5. Final Updates:

- a. Community Service Project: Traci reported, she felt donations were a bit disappointing this time around. She put in a lot of effort with advertising and soliciting but participation was still low. Received cash along with other items. Traci purchased \$180.00 worth of science supplies and delivered everything to the Community Service Office. Suggestion is to start much earlier in the Fall instead of waiting till the Spring.
- b. Staff Development Day  
Ellen provided a handout with attendance statistics and also a copy of the survey results for the group to review. Received great feedback, a lot of discussions after the day was over. Feedback from survey overall very positive. Feedback from individual's that staffed the resource tables was very positive, they felt overall connection with staff was very positive and they were able to reach out and make new connections. Individual's asking how to join ERAC.

Liz thanked Judy Z. and Chris Halladay for providing their support and being our mentor's during the planning process, along with Pat Johnson for the extra financial support that was provided.

Moving ahead to next year, learned a lot first time around. Things to think about: increasing sessions of same topic to two; increase session topics in general; promote more faculty involvement by way of presentations; dietary needs during lunch; better plan for lunch; partnering with other organizations.

6. Action Items for August: Ellen reported on the following,

- No July Meeting
- 1<sup>st</sup> meeting will be held in early August with new committee members. Sign-up sheets will be provided at the first meeting giving everyone the opportunity to choose a committee of their interest.
- Planning a New Member On-Boarding Program. Executive Committee will meet with new members and introduce them to the Bylaws and give them an overview of what is expected.
- Ropes Course: Planned for August 16<sup>th</sup> from 12:00noon to 2:00pm. Will be held at the Mountaintop Campus behind the ATLSS Center. This is something that is offered by the University to be used by the campus community. Team building exercise.

Liz H and Christine will both be attending the CEC Retreat at Bear Creek that same day and Susan will be on vacation. Ellen will send out more information in July, final count is needed 2 weeks prior to event.

- Sub-committee Restructuring:
  1. Executive Committee includes:
    - o Chair
    - o Vice Chair
    - o Secretary
    - o Prior Year Chair, ex-officio
    - o Human Resources Representative, ex-officio
  2. Communications/Events Committee will become **“Events Committee”**:
    - o Concentration:
      - Knowledge @ Noon
      - Staff Appreciation Events (i.e., partner with Athletics, Human Resources)
      - Staff Development Day
      - External Events, (i.e. Iron Pigs, Phantom’s) New idea suggestions?
  3. REACH/Liaison Committee will become **“REACH”**
    - o Concentration:
      - Monthly cohort sessions
      - Potential to expand into campus community
      - Resource tips/handbook
  4. Campus Climate/Membership/Awards will become **“Membership and Awards”**
    - o Concentration:
      - Membership in the Spring
      - New initiative – rethink Awards. What it means, how to distribute across campus, and what’s the value/interest?
  5. Parking Appeals
    - o Concentration: ERAC Representation
  6. CEC
    - o Concentration: ERAC Representation

7. Bylaws Committee – will be eliminated
  - Full ERAC group is expected to participate in the Bylaws
  - Every member has the ability to put forth changes
8. Campus Engagement Committee – New Committee
  - Concentration:
    - Increase ERAC presence on campus
    - Campus Activities (i.e., Turkey Trot, Relay for Life, MOOV, Earth Day, partner with other departments and organizations on campus)
    - External Activities (i.e., Community Service Project, SouthSide Initiative)

7. Discussions:

- What's happening with the Time Off between Christmas and New Year's initiative?
  - Ellen will gather all the data that has been researched to date and report on this in the Fall.
  - To date, the Executive Committee has taken all the data to Pat Johnson but nothing has come out of those conversations as of yet.
  - The Pride Center is conducting their own research regarding FMLA benefits and benefits that gear toward the Pride Center. However, time off is one small part of their initiative and Liz M-C has reached out Chelsea to share data. Nothing more has been conducted.
- Parking Appeals
  - One representative will be needed in the Fall. Traci and Peter both rolling off of ERAC this term.
- How will the on-boarding of new members work?
  - Ellen will meet with new members in July to discuss bylaws and expectations. Any current ERAC member is invited to join in on this meeting. Will provide an overview of Subcommittees and Working Groups so come Fall, they will know what they want to sign up for.
- Who has ownership of the Bylaws?
  - Ellen will create a Team Google Drive where all documents can be stored and reviewed by all members.
  - Robin to forward word doc format to Ellen
- Liz M-C thanked the member's who's term has expired for their service over the past three years: Traci, Peter, Mary Jo, and Robin
- Any news regarding Parking?
  - The most closely guarded secret ever!
  - Judy Z. reported that the last she knew, nothing will happen until January
  - Still in question: number of shuttles needed, shuttle drivers, security, hours of operation, bus service shutting down when it snows.
  - Does anyone know what other corporations and businesses do in the Lehigh Valley?
    - Lehigh Valley Hospital has a shuttle at no cost to their employees
    - Other businesses in the valley do not charge their employees

- There needs to be an incentive to park at Mountaintop
  - Lead by example
  - STRESS! – Some areas will say get here when you get here, don't need to leave any earlier to get here by 8:15 while other's will be told they still need to be in the office at 8:15 no matter what. There has got to be a policy for this that ALL departments and offices need to follow the same rules.
  - Human Resources offered Be Well Points if you ride transportation
  - Mark Ironside made a comment about we all want to be healthier and get in shape. No one laughed, someone that was in attendance had a physical disability, comment did not go over very well with the group.
  - Medical spots and ADA issues need to be discussed.
- Mail delivery causing major problems for payroll
    - People are upset at the once-a-day mail delivery
    - This change is a move forward to promote more online/electronic activity, get rid of the paper.
    - Once-a-day is not unheard of, actually this is quite normal these days.

8. Meeting adjourned at 11:16 a.m.

- Motion was made by Chris to adjourn the meeting
- 2<sup>nd</sup> Motion was made by Debbie

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