

'15-'18 Term

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

'16-19 Term

Ellen Liebenow, VICE CHAIR/TREASURER
Liz Hill
Ellen Zimmer Lewis
Rose Ann Martinuzzi
Christopher Ottey
Marlene Vant Hoogt
Michael Weaver

'17-20 Term

Donna Clearie
Andrea Deimel
Christina Finley
Cassandra Foy
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, September 6, 2017

10:00am-12:00pm / UC 303AB

ATTENDANCE:

Andrea Deimel, Christina Finley, Cassandra Foy, Deborah Henritzky, Liz Hill, Mary Jo McNulty, Liz Miller-Coleman, Traci Mindler, Christopher Ottey, Timothy Palumbo, Casey Petroski, Robin Schenkel, Susan Szilagyi, Marlene Vant Hoogt, Michael Weaver, Judy Zavalydriga

1. Opening

- Chair Liz Miller-Coleman called the Wednesday, September 6th, 2017 session of the Employee Relations Advisory Committee to order at 10:05am
- Liz welcomed the attendees to the meeting

2. Approval of August 2017 Minutes

- Motion was made by Christina to approve the Minutes
- 2nd Motion was made by Mike

3. Approval of Treasurer's Report

- Nothing has posted to the budget to date, current balance remains \$2,875
- Motion was made by Traci to approve the Treasurer's Report
- 2nd Motion was made by Debbie

4. Conclusion of Community Service Project

- \$270 was collected from the campus community and given to Carolina in addition to board games, books, and school supplies. The cash will go towards needed items.

5. Working sub-committee meeting: convene/debrief – action plans/questions

- Liz M-C offered time for the sub-committees to convene for a few minutes before going on to the sub-committee reports; however, some committees have not met to date so the sub-committee's that have met, went right into their reports.

6. Sub-committee's and Working Group Reports

- Bylaws Committee
 - o No meeting has been scheduled to date
- Campus Climate/Membership/Awards Committee
 - o No meeting has been scheduled to date
 - o Membership and Awards discussion will start early Spring
- Communications/Events Committee
 - o Monthly Knowledge @ Noon sessions have been scheduled through May 2018.
 - o November topic is confirmed, date still needs to be confirmed. Topic will cover the new telephone system. Expectation of a large attendance due to interest in both those who will already have the system in place, LTS offices, as well as those who are awaiting installation. As far as location, looking into a classroom in the media center, room needs to accommodate large number of people.
 - o The Committee was asked: What type of promotion is sent out to the campus community for the K@N sessions in general? Answer: Currently emails are sent out for all K@N sessions.
 - o Other suggestions:
 - Spotlight
 - Facebook
 - Twitter
 - Roster with Topics to hang in office's, okay without exact date
- REACH/Liaison Committee
 - o Liz H reported that an email has been sent out to staff with a September 11th sign up deadline. Starting tomorrow, the announcement will be listed under University Events.
 - o Several ERAC committee members noted they have not received this email. Liz H will follow up with Jenn regarding what list was used for email distribution.
 - o First cohort meeting has been scheduled for Wednesday, October 11th at 12:00 noon, this immediately follows the monthly scheduled ERAC meeting.
 - o All ERAC members are encouraged to attend since this first gathering is a networking opportunity
 - o November through April, all topics are chosen by the REACH participants
- CEC Working Group
 - o Liz H, ERAC Representative to CEC, has been elected as a Tri-chair this year which consists of weekly Executive Committee meetings
 - o Reconstruction moving forward under the Equity and Community Office. Office now includes Multicultural Affairs, Center for Gender Equity and Price Center for Sexual Orientation and Gender Diversity.
 - o Center for Gender Equity, formerly the Women's Center, is now open to all Faculty and Staff, as well as Students.
 - o A new Climate sub-committee was established and initiated this Fall which Liz will Chair.
 - They are meeting tomorrow for the first time.
 - The committee will focus on analyzing particular themes that have been continuing from year to year among faculty/staff/students. Things come up in the survey but have never been responded too.
 - Staff participation has decreased 10% from 2015 to 2016.
 - Feedback: Mcall survey came out two weeks before the College Climate survey. Some people felt they already answered the same type of questions. Or, the Mcall survey being available for a longer period of time than the Climate Survey. 4 weeks compared to 2 weeks.

- This committee would like to partner with ERAC. Christina has volunteered. Liz MC requested a list of ideas etc... on how they see the partnership forming, how ERAC members can jump in.
 - As far as Staff, ownership to come from ERAC.
 - Question: Will this group have specific survey questions to analyze and take a deeper dive into the responses? Yes, Liz read a few of the survey questions that the sub-committee will be working with.
 - CEC Members on this sub-committee include: Liz Hill, Delicia Nahman, Inka Leprince, Janet Norwood, Chris Halladay, Dahlia Hylton, and Karen Salvemini
 - Reports are available on the Provost website
 - Once the initial announcement goes out, asking ERAC members to push their support.
 - Informational ideas: Town Hall
 - Intervention ideas: through Managers and Supervisors
 - Parking Appeals Working Group
 - First meeting for the Fall will be held this afternoon at 4:00pm
7. Update from Budget Office:
- Liz MC and Ellen met with the Budget Office on 8/25
 - Handout: Budget Office supplied a five year history of spending which indicates a surplus at the end of every year. The question became “why the increase request”.
 - Response was... good budgeting; however, a more detailed report will be needed with specific line items. Discussion/Thoughts?
 - Half the budget is spent on Awards alone
 - Would like to have more “staff” events. i.e., dessert reception at a Zoellner event when Zoellner offers reduced tickets for staff; basketball family night, staff and family get in free automatically, ERAC could provide beverage/food items; branding a day “staff appreciation day” and/or “lunchtime tailgate”; offer a discounted rate to dine at ASA, ERAC would cover the difference. Human Resources willing to help sponsor.
 - Knowledge @ Noon Sessions are allotted \$100 per session for food and beverage at the start of the new academic year. However, some departments have been contributing their own resources which covers the cost of catering.
 - Communications/Events Committee will discuss options at their next meeting and will share with the full group in October.
 - This report will be given to Pat Johnson for review before going back to budget.
 - The increase request is for the 2018-2019 academic year.

Note: Rowing team is currently collecting anyone’s surplus Lehigh T-Shirts for Hurricane victims.

8. Update on Action Items from August Meeting:

- a. Parking Services Department:
 - i. Liz MC met with Sharon Fields; however, Sharon was restricted on how much she could discuss.
 - ii. Sharon verified that a survey will be distributed to the campus community and will include questions regarding parking, permits, where you work and where you actually park.
 - iii. There is a website in “the works” to keep the campus community updated as things move along.
 - iv. With ABM moving up to Bldg J, they really don’t need a lot of spaces due to work scheduling so this should not impact faculty/staff.

- v. Sharon confirmed, Vendor parking permits give Vendors full rights to any faculty/staff space. It's basically a first come first serve basis.
- b. Time off between Christmas and New Year's
 - i. Susan could not locate previous data that was collected some 10+ years ago.
 - ii. Executive Committee will talk with Pat Johnson for her thoughts and will report back during October's meeting.
 - iii. Liz MC reviewed a few things that were previously discussed; Paid Time Off (PTO) vs separate Vacation and Sick Time categories; what areas are needed vs not needed during that time; cost to stay open etc...
- c. Non-exempt vs Exempt / Benefits and Comp
 - i. Thoughts? Do we bring someone in to talk about?
 - ii. Perception is that these are different. People don't understand how these things fall under the law. It's not a Lehigh rule, it's following the law.
 - iii. Toni Lee spoke to group last year regarding salary compensation and classification
 - iv. Discussion regarding Comp Time and Overtime. Different departments and/or supervisors not understanding the law. Bring HR into the stem instead of putting the ownership on staff.
 - v. Question? What does a staff member do if supervisor/manager is the one that has the misunderstanding? Answer: Show them the handbook.
 - vi. Lori and Mary Jo spent a lot of time reaching out to all areas of the college regarding benefits, the hiring process, performance reviews etc...
 - vii. Consensus is this needs to be bigger than just ERAC Committee. Too many misconception's among all staff.

9. New Business

- Tabled for October's meeting

10. Meeting Adjourned at 12:02pm

- Motion to adjourn the meeting, Mike
- 2nd Motion, Mary Jo

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