

**'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, October 11, 2017**  
**10:00am-12:00pm / UC 308**

**ATTENDANCE:**

Liz Miller-Coleman, Ellen Liebenow, Robin Schenkel, Peter Bryan, Traci Mindler, Deborah Henritzky, Liz Hill, Ellen Lewis, Marlene Vant Hoogt, Michael Weaver, Donna Clerie, Andrea Deimel, Casey Petroski, Susan Szilagyi, Judy Zavalydriga

1. Opening
  - Chair Liz Miller-Colman called the Wednesday, October 11<sup>th</sup>, 2017 session of the Employee Relations Advisory Committee to order at 10:00am.
  - Liz welcomed the attendees to the meeting
2. Approval of September 2017 Minutes
  - Motion was made by Traci to approve the Minutes
  - 2<sup>nd</sup> Motion was made by Mike
3. Approval of Treasurer's Report
  - Catering charges for Knowledge @ Noon posted to budget
  - Balance is \$2,654.30
  - Motion was made by Debbie to approve the Treasurer's Report
  - 2<sup>nd</sup> Motion was made by Mike
4. Sub-committee's and Working Group Reports
  - a. Bylaws Committee
    - i. No report this month
  - b. Campus Climate/Membership/Awards Committee
    - i. No report this month
  - c. Communications/Events Committee
    - i. 18 tickets to the Phantoms sold, closing the sale on 10/13

- ii. Liz M-C asked the committee if they discussed the possibility of having another event at a later time. Sales were probably impacted by it being Halloween weekend.
    - iii. Not at this time, but can discuss at their next meeting. Last meeting was cancelled and Rose Ann sent an update by email.
  - d. REACH/Liaison Committee
    - i. First REACH event will be today at Noon, immediately following the ERAC meeting. Cohorts will decide their next meeting date and topic/location.
  - e. CEC Working Group
    - i. No report this month
  - f. Parking Appeals Working Group
    - i. No report this month
- 5. Guest Speaker: Toni Lee Febbo, Director, Human Resources
  - Next phase of changes to the medical plans that will become effective on 1/1/2018
  - Handout provided:
    - o Human Resources will hold 5 open sessions regarding the changes at the end of October and beginning of November
    - o All the changes are from the three year roll out starting 2016, nothing anyone hasn't heard before
    - o Main Topics included:
      - Co-pay went up on all plans
      - Added the third tier to the Pharmacy Benefits
      - PPO 80 is now referred to as just PPO (20%/80%)
      - PPO 100 is now referred to as PPO Plus (10%/90%)
      - HDHP, Keystone, and PPO premiums decreased, while PPO Plus stay's the same as last year
      - Added a Health Advocate Program: this program is available to everyone, not just employees who pay for health insurance
      - Telehealth Service Co-Pay stays the same at \$10.00
      - Dental Premiums have increased
      - Open enrollment is November 6 through November 20
      - Last year was mandatory enrollment due to the new online platform. This year if you are not making any changes, you do not need to do anything. Everything will transfer from last year
      - It's highly encouraged that you still review your options!!
- 6. Guest Speakers: Sara Irick, Senior Project Manager, Grant Integrative Facility Management and Brent Stringfellow, University Architect
  - Sara and Brent presented a PPT presentation regarding the Path to Prominence Transportation Planning Project, giving an overview of: Vision, Need, Roadways, Parking, PPTP Policy, including an ongoing Parking Study and Lehigh Transit Study.
  - Very few faculty use the transit, some staff use it
  - Discussion:
    - o Discount to park remotely
    - o 2<sup>nd</sup> bus stop between RBC and Zoellner
    - o Vendors taking up spaces that are already assigned
    - o Assigned Zones – if no parking in assigned zone, will there be a backup? Plan is if there are 100 spaces, only 100 spaces will be assigned
    - o Packer Express – huge bus to handle. Could there be smaller buses?
    - o Additional security for remote parking

- Looking at number of delivery trucks on campus per day
- LU does not have a central mail and delivery location, this is an ongoing discussion for Facilities Services
- ABM moving in at Mountaintop – went from 20% use to over parking. Personnel vehicles are brought to work and swapped out for the trucks already parked at location
- Special situations at Taylor, vendors take up spaces
- Feedback is important. Please review the PPT presentation and if you have anything to add to their brainstorming ideas, please contact either Sara or Brent with your comments.
- Take the Parking Survey that was emailed last week to the full ERAC group!

7. Update on Action Items from September Meeting:

- a. Time off between Christmas and New Year's
  - i. Topic discussed with Pat Johnson during Executive Committee's meeting on September 11
  - ii. Pat agrees an ERAC Focus Group would be a great idea
  - iii. Focus Group charge: sustainability, cost savings, who are essential personnel, who needs to be present during a closure, break down by department, contact payroll for vacation used over that time period
  - iv. Liz reminded the group, in order to get something, you need to give something up – talking about floating holidays
  - v. Pat is very interested in the outcome from this group
  - vi. Anyone who wants to help with this initiative, please contact Liz, Ellen or Susan
- b. Non-exempt and Exempt / Benefits and Comp
  - i. Topic discussed with Pat Johnson during Executive Committee's meeting with her on September 11
  - ii. Encouraged discussion with Chris Halladay for ideas on how to reach out to campus community
  - iii. Topic discussed with Chris Halladay during a meeting with the Executive Committee on September 26
  - iv. Brainstorming ideas: Panel Session to include HR and Office of the General Counsel to discuss the handbook, employment law etc. Could solicit questions in advance. Looking at a January/February time frame.
- c. Climate Survey sub-committee
  - i. Chris Burke shared his summary and staff addendum with Executive Committee
  - ii. Liz M-C provided this document as a handout at the meeting
  - iii. Document shows particular themes, no surprises
  - iv. How can ERAC address? What can we do? No sure.
  - v. Karen Salvemini in charge of harassment trainings
  - vi. Chris Halladay working on trainings for supervisors and managers, expected to roll out sometime in 2018
  - vii. Trend stays about the same from 2015 to 2016. Qualitative data not pulled due to low participation
  - viii. 2017 Questions are similar to 2016
  - ix. Three year survey, mandated by OCR; however, will take several years to get really good data
  - x. All programing that has been started and offered over the past few years, hoping to see better results in 2017.

## 8. New Business

### a. Staff Development Day Project

- i. Zoom meeting with Deb Billups from Cornell University
- ii. Deb is a Career Consultant, over 25+ years at Cornell, responsible for: Navigating Careers through the University; Mentoring Program; Leadership Training Programs and Workshops; Staff Development Day
- iii. Executive Committee along with Chris Halladay held a Zoom meeting with Deb to discuss Cornell's Staff Development Day
- iv. Early on, Education Committee oversaw the program but now Deb typically owns the program in her role at the University
- v. Started as an information sharing session for educational benefits over the lunch hour break. Expanded opportunities by adding workshops and extending the time frame to 10:00am to 2:00pm. Added tables with exhibitors and door prizes. Expanded again to a full day program running 9:00am to 4:00pm. Added Career Service Staff for reviewing resumes. Added a Panel discussion – panel included staff members that benefited from the educational benefits and earned a degree while working.
- vi. Today, the program has over 40 workshops available to choose from. Considered a Resource Fair, conference style, no registration is required. No food supplied other than coffee and water to exhibitors; however a hot dog cart is set up and the event takes place near a food court that can offer discounts to attendees.
- vii. Marketing: Vice President, Senior Leaders, and Human Resources all support and encourage attendance.
- viii. Budget: Rental of facility; coffee and water.
- ix. Free to all staff
- x. Workshops are facilitated by Cornell University Faculty and Staff members
- xi. Sign in sheets for all individual sessions/workshops
- xii. Evaluations are sent as follow-up after the event
- xiii. Time of year event is held: July
- xiv. Liz M-C contacted Mary Jo regarding Human Resources Vendor Fair which is scheduled for the end of May.
- xv. Ideas: Please bring your thoughts and ideas to November's meeting for discussion

### b. Other

#### i. Other Social Events for Staff

1. Athletics Events – basketball game; tailgate
2. Meet up with co-workers
3. Promote LU Events
4. COE started a weekly coffee break – one day per week, 45 minute time frame, all faculty/staff/students are invited.
5. Suggestions and Planners Needed!!

## 9. Meeting Adjourned at 12:05pm

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