

'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
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, December 13, 2017
10:00am-12:00pm / Williams Hall Room 351

ATTENDANCE:

Elizabeth (Liz) Miller-Coleman, Robin Schenkel, Peter Bryan, Mary Jo McNulty, Traci Mindler, Jennifer Topp, Ellen Liebenow, Liz Hill, Christopher Ottey, Michael Weaver, Christina Finley, Cassandra Foy, Timothy Palumbo, Susan Szilagyi, Judy Zavalydriga

1. Opening
 - Chair Liz M-C called the Wednesday, December 13, 2017 session of the Employee Relations Advisory Committee or order at 10:10am
2. Approval of November 2017 Minutes
 - N/A
3. Approval of Treasurer's Report
 - Previous Balance on account = \$2,804.30
 - Expenditures from Knowledge @ Noon Session = \$71.00
 - Current Balance as of today = \$2,733.30
 - Expenses not yet posted but paid – Deposit for Iron Pigs Tickets scheduled for June 16th = \$276.00
 - Motion was made by Mary Jo to approve the Treasurer's Report
 - 2nd Motion was not made
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. Assign New Co-Chair – Due to Rosanne's departure from Lehigh and Debbie out on medical leave until March, Rosanne's Co-Chair position needs to be filled. Christine has volunteered and accepted the position.
 - ii. January Knowledge @ Noon has been scheduled for the 16th, topic will be the Be Well Program and Taylor Gym. Location will be Taylor Gym. Advertise between

the holiday and again early January. Will need RSVP due to capacity in Taylor Gym.

- iii. February Knowledge @ Noon has been scheduled, topic will be History of Lehigh and Trivia by Ilhan Citak.
- iv. Wednesday, February 21st – Women's Basketball Game, Event for Staff. 5:00pm doors open, 6:00pm game starts. Will include pizza, pop-corn, pretzel sticks, and beverage. Will need RSVP for catering.
- v. April Knowledge @ Noon will be Communications & Public Affairs. More information will be coming once date is confirmed.
- vi. ERAC should be encouraging attendance to athletic events over break. International students are here on campus and always looking for things to do. Send information to Emily Groff and she will forward to International Students. Only concern would be transportation does not run over break.
- vii. Phantoms 2nd game availability: April 30th
- viii. Partnered with Zoellner: 50% discount
- d. REACH/Liaison Committee
 - i. February 14, REACH meeting will include Representatives from CEC
- e. CEC Working Group
 - i. CEC is currently working on hiring a GA. Five (5) candidates are being reviewed for this new position.
 - ii. Climate Survey results are expected soon. Recommendations are due in January. Liz H. to compare with prior years to see what is impacting staff.
- f. Parking Appeals Working Group
 - i. Last meeting for the semester today at 4:00pm

5. Guest Speaker 10:30-11:00:

- Stacy Burger, Director of Global Partnerships and Strategic Initiatives, Office of International Affairs. Stacy will share with us where OIA is in the Strategic Planning process. This is a follow up to Dr. Cheryl Matherly's talk with ERAC last year.

Handout: Internationalization Strategic Plan: Lehigh's Six Pillars

Short version of where they are now. Started the process over 2 years ago with a 15 member committee, they took a deep dive into everything on campus that involves anything International. After brainstorming sessions with the campus community, focus is on "What it means to be Lehigh AND International?" "What International looks like across the campus".

Currently the plan is in the DRAFT phase. Cheryl Matherly, Jack Lule, and Stacy are meeting with groups across campus sharing the DRAFT for feedback, comments, searching for what is missing. They want to find out how this relates to Staff? They feel Staff is the backbone of the institution and their views are extremely important to hear.

- Position: Where we stand in Pennsylvania as well as internationally. Faculty/Staff/Student perspective.
- Student Population: We want ALL students to engage globally.
- Programs: We need to improve groups we already have, no need to create anything new. Global Union is an umbrella organization that we can expand and give it a home. We want to use space around campus for full potential exposure.
- Partners: Opportunities for staff to go abroad and experience their current jobs in other countries through exchange agreements. Exchange Agreements are not fully funded and would need Department approval.
- People: Looking how to expand opportunities for staff. Currently Faculty take students abroad, researching how to get staff interested.

- Places: OIA gathered information looking at faculty research, students going abroad, but also looking at the opportunity trends, i.e. India, London, South East Asia, and Africa.

Ideas and Feedback

- What level will they start to talk about additional staff with the increase of students?
 - o Increase of student population impacts support staff, housing, facilities, payroll, everyone needing to take English.
 - o The increase will not be all at once. Pat Farrell has been noted to say, 2:1 ratio.
 - o Good question, but no one really knows what the plan will be.
- Under Pillar #5, People: How much exposure does staff have working with International Students?
 - o It's all about Educating. Looking to provide training for everyone to be able to direct an International Student to the right resources to better meet the needs of the student.
 - o Offering Programs: What does an International Student go through from start to finish. They are all Lehigh students.
 - o Expand old programs, create new programs as needed.
- Creating a Partnership with Human Resources comes up a lot. VISIONS is going away, moving to Donald Outings area for review.
- Jenn Topp will be presenting the first Knowledge @ Noon session for the Fall 2018 semester regarding International Affairs.
- Partnering with Parking Services to provide transportation during breaks.
- Is there an off campus Liaison as a resource?
- Meet with ATLSS regarding their visiting scholars.
- Suggested having Ambassadors – Train the Trainer. Could train Soar Mentors. Reach out directly to individuals and invite them personally instead of a blanket announcement.
- Do you track MOU's?
 - o Yes! But unfortunately we do not have everything documented. Still finding out about things from 20 years ago. Continually working on increasing the database.
- Reach out to the Marketing and Communications Staff of each area. Create a Communications Group.

Stacy and other's in the office will continue their "road show" with many groups across campus and once the plan is complete, will share with the campus community.

6. Continuation of Action Items from previous meetings:

- a. Time off between Christmas and New Year's
 - i. Nothing new, will continue to collect data.
- b. Staff Development Day – Wednesday, May 23rd, 2018
 - i. Liz M-C gave an overview of past discussions regarding this event.
 - ii. EC Committee reached out to several individuals/departments regarding presenting at the event. So far Career & Professional Development and LTS both Steve Lewis and Ilena Key have all agreed to present. EC will be meeting with everyone early January to start the discussion.

7. Other Business

- Human Resources reached out for volunteers to help with the holiday party. Liz thanked everyone who volunteered: Mary Jo, Chris, Traci, Mike and Liz.
- Susan asked about reporting time out for University sponsored events i.e. Turkey Trot
 - o A colleague asked her if she knew the proper protocol.
 - o Per Judy Z., it's not an HR decision, it's up to the individual's manager/supervisor.
 - o Flex Policy, there is no Policy.
 - o This is one of those "distress and divide" between staff

- Suggested that HR educate the managers/supervisors. Has been done in the past but the people who know the message are in the seats, the people who need to be educated are the ones that are not attending. There is no way to make it mandatory.

8. Meeting Adjourned at 11:55am

- Motion was made to adjourn the meeting by Mary Jo
- 2nd motion was not given

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