



ERAC Employee Relations Advisory Committee

ERAC April 2016 Minutes

Members:

Mary Jo McNulty	Melanie Rehm	Ashley Baker
Clara Buie	Morgan Nelson	Lynn Takacs
Robert Bruneio	Angela Scott	Judy Zavalydriga
Travis Spencer	Robin Schenkel	Peter Bryan
Randy Shebby	Dan Zeroka	Elizabeth Miller
Katrina Kraft	Jennifer Topp	Traci Mindler
Matt Herr	Katie Welsh Radande	Carla Kologie
Janele Krzywicki		

Absentees: Jen Topp, Clara Buie, Matt Herr

Angela Scott called the meeting to order at 10:06AM.

March Minutes

Mary Jo McNulty and Travis Spencer to approve.

Treasurer's Report

Beginning Year Balance: \$ 2,173.54

Traci Mindler and Lynn Tackas made a motion to accept the Treasurer's report. The Treasurer's report was approved as read.

Committee Updates

REACH

The next REACH meeting will be the last one for the year. We will have International Affairs present. We will survey the group and get feedback.

Membership

The votes are in. The following members will be announced at the Staff Appreciation Dinner. Angela Scott would be willing to inform them and make sure they are invited to the dinner by April 28th. Exempt employees: Robin Dougherty, Rose Anne Martinuzzi, Shannon Jaeger, Michael Weaver, Emily Groff, Chris Ottey, and Susan Ellis. Non-Exempt winners are: Ellen Liebenow, Marlene Vant Hoogt, Mohamed Hagag, Ellen Zimmer Lewis, and Liz Hill.

Events & Communication Committee

We met two weeks ago to touch base and figure out each group's process and work together to figure out the best uses to work together. Peter will working on a list serve. People will be able to unsubscribe if they choose not to receive ERAC's emails. There will also be a link on the website that will allow them to subscribe. Do we want to include all the staff and all the emeritus? Or do we just want to do the staff? Staff and faculty? ERAC agrees as a group that we will send it to faculty and staff. Mary Jo can get the list of all staff and faculty. Iron Pigs announcement went out. We have had 30 people who are signed up. Sustainability Knowledge at Noon will be next week.

Liaison

Changing the protocol of what we have done in this past. One of the ideas that we have talked about instead of each person going out individually. Express any messaging that we have in our own department meeting. Requesting a few minutes to talk ERAC. We would like this to happen in late fall or early spring. We could maybe come up with some common talking points to pass along in these meetings. Reach out to new members to try and grab one or more members for the Liaison committee.

Awards Committee

We have ten submissions thus far. We will determine who the winner is next ^{week} year. We have two awards set to go. They are the crystal awards (they are acrylic). As soon as we pick winners we will print winners. There will be additional communication for nominees later today.

By-Laws

We updated the two amendments that were approved. We should be at full capacity last year so we should not have to amend it next year.

Continuing Business

Executive Committee met with Pat Johnson

She brought out the fact that there may be an increase of parking permit increase. Faculty/Staff have not seen an increase in 15+ years. Students are petitioning the fees that they pay. They are questioning where the fees are going. Minimal increase of \$5-\$10/year.

Chief Diversity Officer Search

Pat Johnson would love to have ERAC members as party of the Chief Diversity Officer Search. Angela will be sending out emails asking who would like to be part of the search. It is a great learning experience but it is also great to provide some feedback.

Backpack Pals Collection

It will be held Thursday, May 12th 11:30-1:30PM for collection. 1st-13th of May would be a good time to have a collection via campus mail. We are looking to hold a collection date on Goodman Campus as well. Carla will be sending out an email to see who can volunteer to help. Farmer's Marketing, Iacocca, and Transportation are the three donation areas. Backpack Pals will be helping out two schools this year in the community. We are going to get the word out via email. There are specific foods that must fit into the backpacks. We are going to use the approved list of food and school supplies. Mary Jo offered to hold a donation spot at their Be Well competition. The event is help 10:00-2:00PM in Lamberton Hall.

Merging of Committees

Angela and Bob met with all of the committee chairs. We looked at ways to improve our team here. We have already merged the Communication/Events Committee. I would like your feedback by the next meeting in May. We would like to start fresh in the fall but we would like to keep the momentum going over the summer. Executive Committee will remain the same. By-Laws will request new members from the team this would also go with the Parking Appeals Committee and the person who is on the CEC. REACH and Liaison will merge together. Campus Climate, Membership, and Awards will also merge. They all tie together in some way shape or form. This will certainly measure the campus climate. Clara is very excited about coming back next year and joining our team to help with this merge. We plan to have three very strong committees. ERAC members will volunteer for one group each. Feedback is suggested by next meeting.

Co-Chair Discussion

Lunch and Learns will be conducted out of Human Resources. Friday, April 22, Monday, April 25th Tuesday, April 26th and Tuesday May 3rd. All Lunch and Learns will be held at noon. This is a collaborative effort between HR & ERAC. A detailed email will be distributed shortly.

World Café Thoughts?

It was a very successful and eye opening event that went very well. Pat Mann gathered all of the results and they are on the website. Thank you everyone for your help and support. Provost Office says Thank you.

Smoking Survey Results

80% of staff feel that it is important to have a non-smoking campus. 60% of student feel that it is important to have a non-smoking campus.

Meeting has be adjourned at 11:24PM Randy Zeroka and Traci Mindler.

Awards

To honor an exempt or non-exempt staff member at Lehigh University who has contributed significantly to the improvement of Lehigh in any or all of the following areas:

- Continuous improvement of the work environment
 - Possesses extraordinary leadership qualities
 - Demonstrates Lehigh's Core Values
 - Works for Lehigh within the community to create a positive impact for the University
- The Awards Committee goal is to review and select the most stellar person to receive the award from the candidate pool.

By-Laws

To regularly review the by-laws for accuracy and relevancy while ensuring conformity with ERAC's mission.

Campus Climate

To promote a more diverse, inclusive campus community. The goal of the Campus Climate Committee is to partner with Multicultural Affairs, PRIDE, Women's Center, CEC, FSCN, Academic Outreach and other to find ways to collaborate and educate staff.

Campus Liaison

To connect the ERAC to various units on campus. To develop existing partnerships while seeking new opportunities for ERAC to work as "go-to" Partner with identified campus department/programs. The Campus Liaison Committee goal is to identify key areas and increase the ERAC presence on campus.

Communications

Enhance communications for the campus community. The Communications Committee goal is to redefine and rebrand ERAC focusing on goals and mission

Events

To Design and implement campus-wide activities (Knowledge @ Noon, Iron Pigs game, event sponsorship, CPR training, ArtsQuest, etc.). The Events Committee goal is to identify topics of interest to our wide range of staff while presenting informative, relevant programming and increasing staff participation.

Membership/Election

To ensure the membership meets eligibility requirements according to the by-laws. To organize, promote and verify election results. The goal of the Membership/Election Committee is to increase nominations, and increase voting participation across campus including having each ERAC member nominate at least one person.

REACH

Resources to Engage, Accomplish, Connect & Help (REACH) Proposal

"Resources to Engage, Accomplish, Connect & Help" (REACH) is a interdepartmental and university-wide program aimed at fostering professional relationships and networks among faculty and staff. By connecting Lehigh employees with each other and providing opportunities to learn about the university, REACH seeks to advance multiple goals of Lehigh's strategic plan, including investing in faculty and staff, as well as the university's core values and the aims of the Council on Equity and Community.

Like Learning the Institution, REACH will include presentations from different specific areas of the university (e.g., Alumni Relations, First-Year Experience, the Chaplain's Office, the Council on Equity and Community) to give a sense for what each does and how it serves the Lehigh community. Each monthly session will also provide time for participants to discuss how the information they just learned could be relevant to their work and how they could envision collaborating with the presenters and with each other. While the first several presenters will be secured by ERAC and HR, REACH participants will then choose a list of speakers or university departments that reflect their own interests under the leadership of a coordinator chosen from the cohort itself.

REACH cohorts will meet once a month at designated times during the workday. Beginning with the fiscal calendar in September, cohorts will be in place for one year, at the end of which participants will be surveyed about their experiences. Monthly sessions will be held in October, November, January, February, March, and April. All of the cohorts will be brought together for a closing reception or luncheon. When REACH begins each September, the cohorts from previous year's will be invited back to enhance and build upon the networking already in place.

REACH's Goals, Lehigh's Core Values and the Strategic Plan

Among REACH's direct and principal goals are:

- to engage faculty and staff across campus, regardless of their position or time at Lehigh;
- to enhance relationships among staff across different stems, departments and positions;
- to create a broader community by fostering professional networks;
- to provide professional development and educational opportunities;
- to enable participants to learn more about Lehigh, its resources and history and the people who work here; and
- to empower Lehigh's employees to collaborate with and learn from each other in new and creative ways.