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| **’16-19** | **’17-20** | **’18-21** |
| Deborah Henritzy | Andrea Deimel | Sheila Alder-Stank |
| Liz Hill | Christina Finley, Vice Chair | Daniel Herrero |
| Ellen Liebenow, Chair | Tim Palumbo | Daniele Holland |
| Chris Ottey | Casey Petroski | Alex Japha |
| Marlene Vant Hoogt, Secretary | Susan Szilagyi | Christine Lake |
| Michael Weaver |  | Caitlin Leidy |
|  |  | Jennifer Mack |
| **Chair ex-officio** – Liz Miller Coleman**HR ex-officio** – Judy Zavalydriga | Ashley Murphy |
| Elizabeth Rasich |
| Ashley Sciora |
| Brian Wasserman |
| Holly Zakos |

**Employee Relations Advisory Committee Meeting**

**Wednesday, April 10, 2019**

**10 – 11:30am, UC303AB**

ATTENDANCE: Liz Miller Coleman, Judy Zavalydriga, Ellen Liebenow, Marlene Vant Hoogt, Michael Weaver, Andrea Deimel, Casey Petroski, Sheila Alder-Stank, Daniele Holland, Caitlin Leidy, Ashley Sciora, Jennifer Mack, Brian Wasserman

1. Opening
2. Approval of March minutes
	1. Approval of Treasurer’s Report Current Balance – $811.73 (pending staff awards $1000 and sustainability trivia event $150).
	2. Pat Johnson said our expenses for Staff Development Day will be covered. We will have enough to continue with the gifts for awards as planned.
	3. Motion was made by Jennifer Mack to approve the Treasurer’s Report.
	4. Second Motion to approve was made by Ashley Sciora.
	5. Treasurer’s Report unanimously approved.
3. Sub-Committees
	1. Events – Iron Pigs event for June 28th is selling quickly so they will reach out to the venue to see if more tickets can be obtained. A Knowledge at Noon is scheduled April 30th with a final, one not anticipated, with Whitney Witt and her vision for the COH, will be in Linderman May 14th.
	2. Campus Engagement met last week regarding Staff Development Day. Since this is the first year that Campus Engagement is a part of ERAC, we plan on manning a table with information and giving out a survey to see what people are looking for and if we are providing that need. Day of Caring will be freshened up and we are looking to have one this Fall and again next Spring. School Supply Drive will be held from mid-August to mid-September at the Farmer’s Market. We do receive cash donations at this event so the question has come up regarding the process for this. In the past, the representative contacted the school to see how they want to receive it (ie gift cards, etc.). Campus Engagement is also looking to be part of the Angel Network in collaboration with the schools where they support a charity together (ie-Humane Society, food drives, etc.). ERAC is also involved with the June 8 bike run to bring awareness to colon cancer. You can volunteer or make a donation to it. There is a team available if you wish to ride in it at Grange Park in Macungie.
	3. Membership/Awards – Finalized new members who will be notified shortly. Chris Harvey and Adam Garrett will be the new exempt members. We have identified two award winners which will be presented at the awards dinner.
	4. REACH – Next meeting is scheduled for next Wednesday with Bill Hunter presenting. This is the last planned event but there are talks of a final wrap-up as well.
	5. CEC representative – Retreat is August 6 at Bear Creek Mountain Resort. A new CEC representative will need to be selected as Liz is rotating off. This person will need to attend the retreat.
4. **Continuing Business**
	1. **Staff Development Day** continues to move along at a nice pace. Recently flyers were sent out around campus along with an email reminder and save the date. Another reminder email will be sent out so we can get a general count of those who wish to attend will go out next week. The Events Committee is preparing for Staff Development Day as well as a majority of the members planning on being there all day. We are looking for volunteers as well so if you are open to helping, please let someone in Events know. If you volunteer and wish to attend any of the sessions, arrangements can be made so you are scheduled to attend those you wish to. Two people need to be at each of the two tables at all times so there will be room for taking a break or attending a session. Marlene will be gathering the sign-in sheet so surveys can be sent out. We need the most help during the busy time of the early morning for set up. People start trickling in at 9:30 a.m.. Food will be in the Asa Packer Dining Room – one location this year. Next step is to confirm with catering what time food will be served. Ashley Sciora will put up a sign up sheet on the google drive for volunteering.
	2. **Parking** – Everyone should have received the survey this morning regarding choosing your parking area and authorization for it to come out of paycheck. If you have any questions, please let Ellen know so we can pass on the information to Mark Ironside. One of the things that has come up is that when verifying an employee’s business address, it has been incorrect. This may happen if you change office locations since coming to Lehigh. If changes need to be made to the business address, it can be changed via Jerry Lennon in LTS. Ellen will check to see when the commuter lots will be available to test as well and will get back to ERAC with the response.

Jennifer Mack indicated that the way they will do campus event parking is that there will be a question on parking and transportation on 25 Live when requesting a room: Do you need parking and / or a shuttle for this event? If the answer is yes, parking and transportation will receive word and they will reach out to the person creating the event to find out their needs and expectations.

* 1. **2019-2020 Vice Chair, Secretary and CEC Representative -** Christina is moving into the Chair role and Marlene is rotating off ERAC serving her three years and past year as Secretary. Ellen moving into the non-voting, ex-officio role so elections will need to take place. We have a few nominations from ERAC members as well. You may nominate yourself or another person. Voting will be at the May ERAC meeting.

We need to select an interim Chair (17-20 group) for a few months starting in May. The interim will work with Christina to get her up to speed with the ERAC accomplishments and plans. If someone would like to volunteer from that group, please let Ellen know. If the position is not filled, it will be brought to the group.

CEC representative also needs to be filled and will be required to attend the mandatory retreat on August 6th.

1. **Guest Speakers – Chris Halladay, Associate VP, HR and Toni Lee Febbo, Director HR Services** – Presented a benefit update on the new voluntary staff retirement plan. Posting on Inside Lehigh went live as well as letters being mailed to 268 qualified individuals which explains the plan in detail. University taking this approach because they see an opportunity to reallocate resources. This plan should be attractive to those who are looking to retire in the near future. Handout regarding specifications were handed out at the meeting. Benefits include 6 months of severance pay and benefits, COBRA availability at end of severance period if meeting eligibility as well as other things. This creates more opportunity inside for those to build their careers.

Respectfully submitted,

Marlene Vant Hoogt

Secretary