



#### **'16-19**

Deborah Henritzy  
Liz Hill  
Ellen Liebenow, Chair  
Chris Ottey  
Marlene Vant Hoogt, Secretary  
Michael Weaver

**Chair ex-officio** – Liz Miller Coleman

**HR ex-officio** – Judy Zavalydriga

#### **'17-20**

Andrea Deimel  
Christina Finley, Vice Chair  
Tim Palumbo  
Casey Petroski  
Susan Szilagyi

#### **'18-21**

Sheila Alder-Stank  
Daniel Herrero  
Daniele Holland  
Alex Japha  
Christine Lake  
Caitlin Leidy  
Jennifer Mack  
Ashley Murphy  
Elizabeth Rasich  
Ashley Sciora  
Brian Wasserman  
Holly Zakos

## **MINUTES**

### **Employee Relations Advisory Committee Meeting Wednesday, October 10 2018 10 – 11:30am, UC303AB**

ATTENDANCE: Elizabeth Miller Coleman, Deborah Henritzy, Ellen Liebenow, Chris Ottey, Marlene Vant Hoogt, Michael Weaver, Andrea Deimel, Christina Finley, Casey Petroski, Susan Szilagyi, Sheila Alder-Stank, Daniel Herrero, Daniele Holland, Alex Japha, Christine Lake, Caitlin Leidy, Jennifer Mack, Ashley Murphy, Elizabeth Rasich, Ashley Sciora, Brian Wasserman, Holly Zakos

#### **1. Opening**

Chair, Ellen Liebenow called the Wednesday, October 10, 2018 session of the Employee Relations Advisory Committee to order at 10:05 a.m.

The motion to approve the ERAC Minutes of the September 12, 2018 meeting was made by Daniele Holland and seconded by Sheila Alder-Stank and approved unanimously.

#### **2. Guest Speaker – Glenn Strause – Mail and Campus Delivery System.**

Glenn Strause started his presentation by giving a history on his position at Lehigh. He originally was a manager of the printing and mailing services but printing was outsourced a few months ago. He now is the manager of the campus and mail delivery which has 1/3 reduced couriers from the past arrangement. Transition was needed to be done fairly quickly over the summer and during a big administrative move all while keeping service to 2 stops a day. A delivery schedule was distributed but it was asked that we do not advertise or post as it is very challenging to keep to the schedule. Some of the challenges are limited couriers, a large area of deliveries not even centered on the Lehigh campus, the delivery of 700 plus packages a day for student online ordering. Drivers have been coming in on Saturdays to ease up the Monday mail delivery. Mountaintop mail consists of the libraries, LMC (rare books, storage and repair), computing center, student mail,

checks and campus mail is done in between runs. The couriers are also responsible for going off site and doing tape back-up.

Glenn also spearheads Asa's Attic, which is Lehigh's You may visit the website at <http://go.lehigh.edu/intheattic> to request pickup before disposing of items. Reusable furniture is listed here as well as a service for e-waste and shredding. When you request to view available items, it takes you immediately to gov deals where items can be auctioned out. It is a good service as the resources go back to Lehigh.

### **3. Approval of Treasurer's Report**

- a. Current Balance – \$2582.52
- b. Outstanding Invoices to date: \$1428.86 for promotional items
- c. Waiting for T-Shirt invoice \$ 656.06 posted
- d. American Express Gift cards for surveys 2 \$50 gift cards – we need to pay tax on
- e. Motion was made by Debbie Henritz to approve.
- f. Second Motion was made by Michael Weaver
- g. Treasurer's Report unanimously approved

### **4. Sub-Committee Report**

#### **a. Events**

There will be a short meeting following the ERAC meeting to discuss Knowledge at Noon and costs.

Deirdre from Development and Alumni Relations expressed interest in a Knowledge at Noon session centered on the Campaign. Since they are very busy right now getting the Campaign Launch executed, we are looking at having her in a few months. We are also working on the Iron Pigs game, the Lehigh basketball game and getting a date for the faculty appreciation event

#### **b. Campus Engagement**

Campus Engagement met last week to discuss different types of drives and deadlines. They would like to have another personal items drive this year with the dates around Valentine's Day with the donations potentially going to Victory House or New Bethany Ministries. They would like to move the school supply drive to August and September as they believe this time will generate a stronger need for supplies. Campus Engagement is also looking to get involved with the November 15 Turkey Trot by handing out t-shirts or other items. If you are interested in volunteering, please see Jen Mack or Daniel Herrero. They also are looking to do the food drive in conjunction with the holiday party and will be reaching out to HR to see how they can get involved.

It was noted that LTS has their own food pantry that supports their students. It is private to respect those who may have food insecurities. Though this is only a LTS program, they are looking to expand it. A suggestion was made to talk to David Joseph as they have donated to New Bethany Ministries in the past.

Finally, there is not a need for servers at the November 9<sup>th</sup> Veterans Day Lunch, however, a suggestion was made for an ERAC representative to speak as a note of thank you for your service. Ellen said that if someone can find out if they want us to speak, she would be happy to represent.

c. Membership/Awards

Casey Petroski announced that they will be meeting around Thanksgiving to start the awards and membership process. Ellen hopes to give a final amount for the awards in the near future.

d. REACH

Chris Ottey said they met a few weeks ago and already there has been a large interest and a wait list. The first session will be October 17<sup>th</sup> due to the Campaign kick-off.

e. CEC

New committees have been chosen and they are off to a strong start.

**5. Continuing Business**

a. Parking

As a result of last month's meeting, a Google document was developed and added to the drive where ERAC members can voice their concerns or ask questions. Ellen went through the document and filled in the answers that were answered on the Connections document with the corresponding link. If she was unable to find the answer, she sent the question to Mark Ironside for him to research and answer. There is still space to add concerns or ask questions if more come up, just please be sure not to replicate what has already been added.

The Transit Lunch and Learn was held with more scheduled. Please let Ellen know if you wish to attend as it has been very popular with all seats taken. There was a suggestion to have another session in the late afternoon instead of the Lunch and Learn time. The discussion for October 17 will be visitor and one day parking passes. Ellen will be attending and will give us the information.

The Executive Committee will be meeting with Pat Johnson today regarding the Holiday Report but we plan on discussing some of the common concerns of parking as well.

There is some confusion on the verbiage posted on the purchase of an evening or weekend pass. It was suggested that it be clarified as is it an additional \$86 or will the \$250/\$500 price suffice. There is talk of exploring the Sands Casino lot as a potential area for parking but it was recently taken over by new management so there is yet to be an answer. For events that require the north lot parking, a notification will be sent out that it is unavailable for the day. A suggestion was made to consider Martin Towers which is a satellite parking area for Music Fest.

It was also noted that the 24 hours notice that parking gives will not be sufficient time for some situations.

If you are in a department that has a great deal of questions or concerns, please reach out to the parking department coordinator.

b. Time off between Christmas and New Year's Report

Meeting will be this afternoon with Pat Johnson to discuss our findings and present her the report. Thank you to everyone who gathered information for this report.

c. Staff Development Day – Save the Date for Tuesday, May 21, 2019

There will be a Call for Presenters email going out to the Lehigh community soon. Location will be in UC. Ellen will be working with events on the resources.

**6. New Items**

a. Iacocca Satellite Gym

As a result of the parking document, it was added that it will be extremely challenging for those who work at the Mountaintop Campus to utilize the Taylor Gym during their lunch hour. There are a great deal of faculty and staff who enjoy using this nice Lehigh benefit and it will be abbreviated for those who will access busing. Doug Strange in Athletics is willing to talk about it. It is more extensive then bringing a few pieces of equipment from Taylor Gym to a room at Mountaintop as equipment will need to be monitored. ERAC will reach out to Doug and start a conversation as they are already talking about it. Since we are focusing on enriching graduate student life and are looking to bring in more than 500 more graduate students, this may be a nice enhancement. If they are looking to add lockers and showers, it will help community to ride bikes.

7. Meeting adjourned at 11:30 a.m.

a. Motion to close was made by Holly Zakos.

b. 2nd Motion was made by Chris Ottey.