



ERAC Employee Relations Advisory Committee

Meeting Minutes

Wednesday, May 11, 2016

10:00 a.m.

UC 3rd floor UC faculty lounge

Present: Bob Bruneio, Carla Koolie, Judy Zavalydriga, Melanie Rehm, Traci Mindler, Robin Schenkel, Liz Coleman Miller, Janele Krzywicki, Travis Spencer, Katie Radande, Mary Jo McNulty, Katrina Kraft, Randy Shebby, Dan Zeroka, Peter Bryan

Absent: Jen Topp, Lynn Tackas, Clara Buie, Ashley Baker, Morgan Nelson, Angela Scott, Matt Herr

Guest speakers: Carolina Hernandez and Kate Collier from Community Service Office

Minutes taken by Katie Radande.

1) Treasury Report

- i. 951.32 is balance.
- ii. Funding for awards has come out. Iron pigs pending.
- iii. Treasury report approved unanimously. No objections.

2) Review April Minutes

- i. Changes to minutes: page 1 awards committee updated to “we will determine who the winter is next WEEK”; page 4 co-chair discussion topic removed and replaced with “Lunch and Learn” topic; final like about meeting adjournment name updated to Randy Shebby.
- ii. Minutes Approved unanimously with changes noted above; no objections.

3) Chair’s report

4) Committee Updates

- a. Events
 - i. Staff matters campaign was successfully launched.
 - ii. Lunch and learns complete for this year; all were well attended
 - iii. Iron pigs sales are ongoing and open until June 1
- b. REACH
 - i. Successfully completed all reach sessions.
 - ii. Overall the program ran well this year and the changes we implemented worked.
 - iii. We will meet as a committee and survey the REACH participants from this year for feedback and input that can be used to help structure next year's program.
 - iv. Past REACH participants and REACH participants from this year are welcome to participate again; we often have repeat participants.
- c. Liaison
 - i. ERAC members should continue to share ERAC info without our individual working groups. Take a few minutes in your department meeting to discuss ERAC.
 - ii. Committee will work on bullet point / talking points for each member to use. May be similar to the new employee orientation talking points.
 - iii. New orientation talking points are also being revised by Ashley Baker.
- d. Awards
 - i. Awards were given out at the staff dinner last night (5/10/16). The event went well and the award trophies arrived and looked great at the event
 - ii. ERAC award - we tell the recipient who nominated them, but the other awards handed out do not share or announce who nominated them. Some people prefer to nominate anonymously. Some recipients would like to know who nominated them; points for consideration.
 - iii. ERAC Awards given to Susan Kitei and Jane Carlin
 - iv. Discussion on timing of award dinner: some employee feedback is that the dinner runs late; Mary Jo and Judy noted trying to have the event post work hours as to not interfere with teaching schedules or faculty commitments. Suggestion made to consider possible timing options: starting the entire event earlier, starting the awards during dinner rather than waiting until the end of dinner (noting

that a few speakers would be affected), limiting the time allowed for speeches by recipients.

- e. Membership
 - i. New members were notified.
 - ii. They will be at next meeting; exec team will connect with those new members
 - iii. How will we notify the campus about new members?
 - Should we send a follow up email using the list serve?
 - iv. Could we send out a larger “year end” ERAC report about what ERAC accomplished this year? It would include data: Awards winners, new members info, stats about number of lunch and learns, etc. We can use the listserve to share this type of info. Each working group can provide a few bullet points about what they accomplished. This info will be shared on listserve and in spotlight. Communications team will take the lead on drafting this.
- f. Campus climate
 - i. There’s a meeting today run by the CEC education dialogue committee. The meeting gathers all of the groups across campus working on campus climate and find common projects, goals, how to coordinate efforts. Angela Scott and Clara Buie are attending that meeting.
 - ii. 2 years ago, ERAC voted to create a campus climate subcommittee; the original goal was to keep the ERAC group part of the discussion.
 - iii. Janele will join CEC as an ERAC membership representative.

5) Backpack pals

- a. Collection is tomorrow 5/12. From 1130 – 130. It is a 1-day collection.
- b. Review of staffing and logistics plan for the day

- 6) **In regards to the “staff matters” campaign:** do we know who commented or participated? Could we get John Simon or others in upper administration to chime in on the campaign and submit comments? Bob will bring this up with Pat Johnson

New business

7) Moov out collection drive / the great Southside sale

- a. Community Service Office: info sharing on the Great Southside Sale
- b. Started over 20 years ago with Kim Carroll Smith and John Smith; they noticed how many items students were throwing away were good / useful items.
- c. In 2001, Carolina Hernandez arrived to campus and the event started to be officially staffed by the CSO office
- d. The “Great Southside sale”.
- e. Most items are \$2 or under; it’s very affordable for community members in south Bethlehem.
- f. The proceeds pay for local school programming – field trips, homework club.
- g. \$20,000 is the sale revenue.
- h. Donations are picked up in resident halls
- i. It is always on the 1st Saturday in June. This year it is June 4th 10 – 3pm. People start lining up at 6am. It is located at 4th and Buchanan.
- j. Bring donations to Lamberton: through May 27th 10 am – 5pm, (just leave something at the door before 10am. Clothes, furniture, kids stuff, baby clothes, toys.
- k. No mattresses or TVs.
- l. You can volunteer in Lamberton.
- m. <http://studentaffairs.lehigh.edu/servicemoveout.shtml>; you can find info there and sign up to help.

8) Nominations for Vice Chair and Secretary

- i. 1st year members are eligible for Vice Chair. First year members are: Mary Jo McNulty, Peter Bryan, Melanie Rehm, Traci Mindler, Liz Coleman Miller, Robin Schenkel, Jen Topp
- ii. Not eligible members were present; suggestion to email group to poll for interest and nominations.
- b. ERAC committee restructure / round table discussion
 - i. Bob provided a packet of info.
 - ii. Current members can switch committees
 - iii. We’d like everyone to become engaged. Send Bob info about which committee you would like to be on. He will present the new committee master list at the June meeting.

9) Next meeting is June 8th; location TBD.

10) Meeting adjourned.