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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 |

**MINUTES**

**Employee Relations Advisory Committee Meeting**

**Wednesday, September 12, 2018**

1. **– 11:30am, UC303AB**

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

1. Opening
   1. Chair, Ellen Liebenow called the Wednesday, September 12, 2018 session of the Employee Relations Advisory Committee to order at 10:05 a.m.
2. Approval of Treasurer’s Report
   1. Current Balance – $3238.58 (Ropes cost was $238)
   2. Outstanding Invoices to date: $1428.86 for promotional items
   3. Waiting for T-Shirt invoice $656.06
   4. American Express Gift cards for surveys 2@$50 = $100
   5. Motion was made by Debbie Henritzy to approve.
   6. 2nd Motion was made by Michael Weaver.
3. Sub-Committee Report
   1. Events

Events met two times and have a few ideas for Knowledge at Noon sessions. They asked for budget information as they are concerned about cost. Budget for the Knowledge at Noon sessions have been $70 and it was reported that will not cover a snack. Ellen suggested that in the past the departments presenting opted into sharing the cost. ERAC is hesitant to release more funds into this category until they find out that they will receive funding for the Spring Staff Development Day. Knowledge at Noon sessions will be included as an option on the Be-Well site.

It was decided that due to poor attendance, the Phantoms game will be removed from the line-up of events this fall. A request was made for a women’s/men’s double header basketball game on a Saturday in January.

Preliminary ideas for Staff Development Day, scheduled for May 21st has been noted on the Google Team Drive.

* 1. Campus Engagement

Campus Engagement is a new committee this year. Chair is Jen Mack and Daniel Herrero is co-chair. The first meeting was held to discuss ERAC expectations and discussing ideas how to get their name out to boost activity attendance. Community service aspect was discussed. Timelines need to be established on some of the events they are looking into: 5K, bedraces, food drive, Day of Caring, Veteran’s Day lunch, etc. It was noted that Veteran’s Day lunch is fully funded by Catering.

* 1. Membership/Awards

Casey Petroski announced that they will be meeting around Thanksgiving to discuss. They do not wish to change the criteria for nominating a person and would like to keep the non-exempt and exempt selection process as is. Ideas for awards are Amazon/Visa gift cards. They are trying to be creative for awards that do not cost anything to ERAC and are open to suggestions. It was noted that if we do not receive funding for Staff Development Day, we are looking at award monetary value of $250 each. If we do have funding for Staff Development Day, we will revisit the amounts.

* 1. REACH

Liz Hill indicated that they are meeting today and will give an update at the next ERAC meeting in October.

* 1. CEC

First meeting to kick off the year is Tuesday, Sept. 18. They have revamped the mission statement and are working on recruiting more groups and students to get involved. The first meeting will have President John Simon addressing his support of the work they are doing. There will be an advisory board and they are looking for partnerships as well. You can apply for funding if you are hosting an event support CEC. They are hoping to increase their visibility through some key events that they are hosting.

1. Continuing Business
   1. Ropes Course – Went well and everyone had a great time and enjoyed it. We discovered that Team ERAC work well together and that we embrace everyone’s leadership styles and suggestions to accomplish a task.
   2. Time off between Christmas and New Year’s report – Meetings are underway and finalizing a report to give to Pat Johnson soon. If anyone has ideas or wants to help, please let Ellen know. Thank you to everyone who has worked so hard on gathering information in the past several months.
   3. Parking – A lunch was held on September 7th to discuss the plan the university has to roll-out the new parking plan. A handout from Connections was distributed to the ERAC members. We are keeping in touch with Mark Ironside and Parking Services.

Parking still remains a hot topic of discussion and controversy among Lehigh people. Several questions of concern were expressed such as availability, cost not being ‘equitable’ nor on a sliding scale system as it currently is, snow transportation, etc. There were a number of questions, so it was suggested that a document of questions for Parking Services be created on the Google drive to be presented to Mark. Liz Coleman reminded members that departments are able to call for a meeting with Parking Services if there are any questions as well. It was mentioned that there will be floater spots around Taylor Hall for medical staff and they will not oversell spaces.

ERAC Executive Committee will schedule a meeting with Human Resources if needed to discuss some of the concerns of parking as well (ie-Does work day start when you get on the bus to your office or when you get in your office? Working from home or flexible work hours, etc.)

1. New Items
   1. Capital Campaign for Lehigh – The university wishes to get everyone at Lehigh the information regarding the Capital Campaign launch. Ellen is working with Deidre to have this incorporated into a Knowledge at Noon session and is hoping Campus Engagement can help get the word out. There is a launch event scheduled for October 25th at 4:30 which requires registration. If you have any ideas on how to get the word out, please reach out to Ellen.
   2. Campus Mail Delivery – Someone sent an email to ERAC on the dilemma the campus mail delivery imposes with a now-one time a day run. The question was put out to the team if anyone else had a concern with this or if this has come up with other departments. Argument is that more payroll items should be able to be sent electronically. Human Resources is indeed working with Payroll in moving towards an electronic timesheet system as well as moving some things along electronically. Someone mentioned that it can be frustrating in that there is not set times of the day that they receive mail in their department. Transportation plays a part as well in that they are being pulled into for additional tasks besides mail delivery. ERAC will reach out to Mailing Services to see if there is a mail delivery schedule that can be distributed. The discussion was left open for discussion in the future if there are issues that arise.

* 1. Hawkwatch – Liz Coleman-Miller distributed information on a new app that the Lehigh Police and the Office of Communication is incorporating into the safety of the Lehigh community. Currently, they are moving from the LU Alert to Hawkwatch; you may have received some test text alerts in the process. Hawkwatch has some features that help make the campus as safe as possible such as mobile bluelight (where you can talk to the police department in real time), friend walk (virtual walk where some person is watching to ensure your safe arrival), report a tip, virtual walk home, bus tracker, campus map, lockout services, etc. There is also an emergency contact option you can click and get Bethlehem Police (emergency and non-emergency), Lehigh Police, Counseling Center, Gender Violence Support, and the Counseling Center. Hawkwatch alert notifications will be pushed through as well. Tim said that LTS is also pushing a desktop application for Hawkwatch in the near future. It is a great tool Lehigh is pushing to help ensure the safety of the Lehigh community.
  2. Online Harassment Training – Please remember to complete the online harassment training by October 12th.
  3. Employee Survey – An employee survey was sent out via email. Please be sure to fill out the survey and encourage others to as well.
  4. Sub-Committee Communication – If a subcommittee has an email that needs to go out to the Lehigh community, please send the email to the inerac address.

1. Meeting adjourned at 11:30 a.m.
   1. Motion to close was made by Tim Palumbo
   2. 2nd Motion was made by Dan Herrero