

Employee Advisory Committee
James Madison University
Student Success Center Bistro 1908 Meeting Room
December 3, 1:00pm

The James Madison University Employee Advisory Committee met Wednesday, December 3, 2014 at 1:00pm in Bistro 1908 Meeting Room. Committee co-chairs Kristin Gibson and Karen Gerard presided. Members present were Tiffany Brutus, Laura Hickerson, Jonathan Kratz, Paul Mabrey, Gina Maggio, Tisha McCoy-Ntiamoah, Vivian Ferris, Jesse Horneber, Rodney Lam, Kathy Sarver, Amber Weaver-Shifflet, and Tom Tao.

Approval of 11/5/14 Minutes: Paul Maybrey (motion to approve) Tisha McCoy-Ntiamoah (2nd motion)

EAC Bylaws- some additional edits were recommended and agreed upon by the group

- Change “Advisor” to Liaison
- Remove Liaison as an office of the EAC and add communication with the Liaison as a duty of the co-chairs.
- Update that EAC members will serve no longer than five years

University Planning Team- Karen provided an update: the next meeting for this group will be held on 12/4/14. Topic of discussion will be the STAR planning tool, as well as presentation on the training, use and implementation of the tool. Moving forward EAC’s current role and involvement with planning team is not clear.

Compensation Advisory Council- Kristin provided an update: the group met with Charlie King and Jerry Benson. Diane Stamp presented on the budget and finances of the University. Other updates:

1. There should be no more backlog of Classified Staff IBAs after this year.
2. CAC is still working on climate statement. Once statement is drafted it will be presented to the University VPs. The document will also be shared with EAC.
3. Proposed Daycare: Two vendors visited JMU’s campus this Fall 2014 term for an RFI. A reflection meeting will be held to review information gathered from vendor visits to decide if the University will proceed with an RFP.
4. Adjunct Pay: Varies across the university. An adjunct faculty member is restricted to 27 credits and every three credit course equates to nine hours of work per week. A request for feedback was offered to the group and the comments shared were: the group of adjunct professionals may feel underpaid/undervalued and the pay rate does not need to be consistent across the University, however an increase is likely needed.

Employee Appreciation Day 2015: Everett and Jennifer co-chair the committee. If interested in serving on the committee, contact Kristin or Everette. May 14, 2015 is the scheduled day for Employee Appreciation. Questions regarding Employee Appreciation Day included: Is EAC listed as a partner? Co-chairs could not confirm whether or not the EAC is listed as such. Why did the classes go away? We

moved away from offering classes due to budget restrictions. Suggestions offered for future Employee Appreciation Day included: offer classes/experiences with a fee, reach out to local businesses, gardening, massage, use of TDU, painting activity, focus on classes/experiences that support work/life balance and wellness.

EAC Liaison Updates: N/A

EAC Thank You Card: Thank you card was provided to Bistro staff member who provided service to us while in the Bistro 1908 meeting room.

Old Business / New Business

How does the EAC promote its work to faculty/staff?

- Paul sends out minutes to faculty/staff in his area and asks for the feedback
- Future suggestions: 1. A monthly or quarterly email/e-card/newsletter 2. Use table tents as a way to promote EAC 3. Editor's note in The Breeze 4. Contact Kathy Thomas, to include a link in the HR Newsletter to the most recent EAC minutes and webpage
- Spring 2015- Paul is teaching a communication consultant course. Students of the course are required to complete a 15-hour apprenticeship. If interested in having students assist you/your area with a project, contact Paul.

Tour of the Student Success Center: Karen, Kristin, Jonathan and Tiffany went on the 2PM tour of SSC.

Next Meeting: February 4, 2015, Taylor 303

OUR MISSION:

As an advisory committee reporting to the President of James Madison University, the Employee Advisory Committee fosters open, honest and productive communication between employees and the university administration with an emphasis on matters of concern to all employees. The EAC fulfills its mission by assuming additional responsibility for the following activities:

- facilitating staff employee participation on University Committees and Commissions through publicizing
 - University Commission & Committee Nominations,
- sponsoring the annual JM-U Appreciation celebration,
- maintaining the EAC website to communicate the committee's activities with the campus community.