

Employee Advisory Committee
James Madison University
Taylor 303, November 5, 1:00pm

The James Madison University Employee Advisory Committee met Wednesday, November 5, 2014 at 1:00pm in Taylor 303. Committee co-chairs Kristin Gibson and Karen Gerard presided. Members present were Tiffany Brutus, Everette Clemmer, Steven Harper, Laura Hickerson, Paul Mabrey, Gina Maggio, Tisha McCoy-Ntiamoah, Tara Roe, Vivian Ferris, Jesse Horneber, Rodney Lam, Amber Weaver-Shifflet,

Approval of 10/1/14 Minutes: Everette Clemmer (motion to approve) Steve Harper (2nd motion).

Guest: Renee Reed (title Employment Outreach Specialist) this is a new position.

1. Stuart Hall Scholarship for children (middle school through high school age) of current JMU Faculty/Staff. Renee is the new liaison, taking over for Rick Larson. There will be two open houses. Communication was sent to JMU Faculty/Staff via Bulk E-mail. Updates about scholarship recipients will be in the HR Horizon Newsletter.
2. Overview of process for new employees. Classified employees complete Phase I and Phase II. AP faculty complete Phase I but Phase II is optional (Phase II has not been enhanced in at least eight years). There will be a review of current resources, investigating what additional resources will be beneficial to align with the University mission and values to create a better sense of belonging.
3. C3- Resource for new and prospective employees. Primarily for instructional faculty. Website has been created for new employees to access. Additional information was provided at the October EAC meeting. Packets have been created to be given to new employees to assist with housing, career search support for spouses and access to resources in the local community. Hiring Managers receive an email about resources available at least one week after posting the job search.
4. Employee Resource Group (ERG). Typical resource used in Corporate America. Current practice at Higher Ed. institutions such as Georgia Tech, Princeton University and MIT. A steering committee has been selected to oversee a pilot program featuring at least three ERGs that will be in alignment with the mission, vision and values of JMU as it pertains to, but not limited to, recruitment and retention. It is hoped that pilot groups for JMU ERG will be launched by Feb. 2015.

Staff Emeriti Association

Good news about the proposed Staff Emeriti Association. Diane Yerian in Human Resources has agreed to take a leadership role in coordinating a year-long pilot program for a JMU Staff Emeriti Association. Diane will take things from this point forward. Beginning in January 2015, she will develop a small planning team and move forward with these plans. She will include Tina Updike on that team. Maggie Evans thanks the EAC for their good and productive work on this front.

EAC Bylaws

Bylaw review was suggested by EAC member Kathy Sarver. Bylaws were reviewed and the following suggestions/edits were mentioned. Under "Article II. Purpose", add a bullet of "communicate with Executive Assistant to the President of the University". Under "Article III. Membership", wage staff needs to be added to the identification of types of members. Under "Member Term Policy" remove "*If there are more than three vacancies to fill, then rotation off the committee may be delayed by one year*". Identify a process, including timeline, for selecting chair by nominations. Establish and identify a form of communication process. Invite Executive Assistant and/or President to EAC meetings. Change the term "Advisor" under Article V.

Paul Mabrey will look into other formats of bylaws for groups similar to our purpose and structure.

Holiday Schedule – No Comments

From Maggie: HR will move forward with the holiday schedule as it was presented. We hesitate to offer December 23 as a holiday, as often the Governor gives this day as a holiday closer to the time. In anticipation of this, we'd like to make sure that we don't waste a holiday. If the day is not given, the Senior Leadership Team will revisit the holiday schedule closer to that time. We discussed the summer schedule, and found that the benefits and good will that the alternate schedule summer produces is strong, so the thought of reducing it by a week was one we wanted to seriously consider. Attendance at the Faculty Staff picnic was the highest it's ever been, so to be honest, we are not looking for ways to increase numbers at that event. It was packed and a lot of fun! Is the EAC concerned about attendance at the President's Address to Staff? We thought attendance was strong, but if the EAC feels otherwise, let's consider what could be done to help. We are hopeful that the more interactive format was well-received. Please continue to share thoughts and ideas for how the event might be improved.

Compensation Advisory Council

Faculty increases – no announcement on how it will be implemented yet. Concerns were raised at the CAC regarding the email - that it implied that we were not representing staff as well.

The CAC recommended to implement the faculty salaries “across the board” for those with “satisfactory” performance. Since there are not the restrictions on A/P raises like classified, to ask that in the spring it not be bonus. Continue to seek ways to address compensation with salary compression and inversion.

Kristin asked the EAC to describe the climate on campus right now as it relates to compensation. Many concerns were voice, including staff interested in reducing retirement contributions/deductions, AP concerned they won't be taken care of, percentage increases widens the pay gap for lower paid employees, belief some staff are getting “behind the scenes” raises, and wondering why raise talk has turned into bonus talk for classified and AP staff.

University Policy Committee

There are three policies up for review. The information was emailed to all EAC members by Karen Gerard on 10/31/14. Feedback due to Karen Gerard by 11/13/ 14.

University Planning Team

Strategic Accountability and Reporting Tool (STAR) will be used this year. The Budget office will be collecting information this year asking departments to share how they are collaborating, reallocating, using cost avoidance and efficiencies. STAR is the system created to measure and report how we are executing the action plan of the University's strategic plan

EAC Liaison Updates

Steve Harper presented on behalf of the Faculty Senate that 7% of every dollar donated to the JMU Foundation (endowed accounts) will now be reinvested by University Development. Some concerns were expressed that there was not an opportunity for discussion and/or feedback on this change in procedure.

Old Business / New Business

Everette provided data on the use of the EAC website.

Next Meeting: December 3, 2014, Student Success Center Bistro 1908

Everyone is invited to join Kristin and Karen for lunch at Noon!

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.