The James Madison University Employee Advisory Committee met Wednesday, October 1, 2014 at 1:00 p.m. in Taylor 303. Committee co-chairs Kristin Gibson and Karen Gerard presided. Other members present were Tiffany Brutus, Steve Harper, Laura Hickerson, Jonathan Kratz, Gina Maggio, Tom Tao, Kathy Sarver, and Amber Weaver-Shifflett. The meeting was called to order at 1:00pm.

2014-15 Vacation Dates

<table>
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<tr>
<th>2015 State Holidays</th>
<th>2015 Recommended JMU Holidays</th>
<th>Notes</th>
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<tr>
<td>January 1</td>
<td>January 1</td>
<td>Thursday</td>
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<td>January 2 (additional 8 hours)</td>
<td>January 2</td>
<td>Friday</td>
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<td>January 16 Lee Jackson</td>
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<td>January 19 Martin Luther King Day</td>
<td>January 19 Martin Luther King Day</td>
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<td>February 16 George Wash Day</td>
<td>March 13</td>
<td>Friday of Spring Break</td>
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<td>May 25 Memorial Day</td>
<td>May 25 Memorial Day</td>
<td>Monday</td>
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<td>July 3 Independence Day</td>
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<td>Sept 7 Labor Day</td>
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<td>Nov 11 Veterans Day</td>
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<td>Nov 25 (4 additional hours)</td>
<td>Nov 25 (4 additional hours)</td>
<td>Wednesday</td>
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<td>Nov 26 Thanksgiving</td>
<td>Nov 26 Thanksgiving</td>
<td>Thursday</td>
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<td>Nov 27 Day After Thanksgiving</td>
<td>Nov 27 Day After Thanksgiving</td>
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<td>Dec 24 (8 additional hours)</td>
<td>December 24 (8 additional hours)</td>
<td>Thursday</td>
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<td>December 25 Christmas</td>
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<td>Total: 14 days + 4 hours</td>
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2015 Dates of Interest:
- Spring break is March 9-13
- Spring Commencement is Friday 5/8 and Saturday 5/9
- The Modified Summer Schedule will start after commencement 5/11/15 through August 21st
- Freshmen move in August 24

- EAC members suggested having the last Friday of the Modified Summer Schedule be August 14; the EAC felt that having a full work day on Aug. 21 would help with attendance at the President’s Address to the Staff and the Faculty/Staff Picnic.
- EAC members suggested moving the day off for the Friday of Spring Break to December 23; the committee could see the benefit of having that day off on either day (a longer winter break vs. a day off in the spring when we don’t get that many days off).
- In the future, the EAC members would like the date that classes begin and the date that classes end in the “Dates of Interest” section; this would help everyone get a better feel for the semester as we review the days off.

EAC Bylaws

Last meeting, new members were interested to know more about the committee and there was a request to find our bylaws to attach to the EAC website. Membership policies (below) were reviewed a few years ago but there are no records of bylaws.

Committee Member Term Policy was implemented. The policy states:
- Committee members will be appointed for a term of 3 years.
- Committee members may choose to leave the committee before the 6 year term is complete.
- Three committee members (approximately 20% of the membership) will rotate off the committee at the end of each year, beginning the end of this year.
- Rotation will be based on how long a committee member has served with those serving longest rotating off each year.
- If there are more than three vacancies to fill, then rotation off the committee may be delayed by one year.
- No more than one member can should from a single department.

EAC members discussed creating bylaws and the potential of adding some committee leadership positions such as secretary, historian, webmaster, etc. Tiffany Brutus expressed interest in serving as the Secretary and any other members interested should contact Kristin or Karen.

Kristin will bring a draft of the new bylaws (including topics brainstormed below) to the next meeting. Once these are approved by the committee and Maggie, we will post them to our website and share that document/link with our new members before the first meeting. It was also suggested that there be more information about each committee available when the University Committee interest form is sent out each Summer.
Topics to include in bylaws:
- Include Committee Member Term Policy
- No more than 2 members from the same department
- How many members? Cap on membership.
- Need to match the population – classification & divisions, length of employment
- How to select new members
- Removal from committee
- Max number of years as committee head, how committee heads are selected
- Include 5 year term as recommended when asking for volunteers
- When minutes are approved/sent to Maggie
- Committee heads should be one AP and one Classified
- Share our ratios of Classified, AP, Inst Faculty

JMU Strategic Plan
EAC members are encouraged to review the 2014-2020 strategic plan as an understanding of these priorities will help us serve employees and the University. Called The Madison Plan, this focused set of initiatives aligns and defines the university's existing strengths, and aims JMU in the direction of our new vision to be the national model of the engaged university. EAC members were interested to know if the new goals were approved by the BOV.

Staff Emeriti Association
The final EAC Staff Emeriti Association proposal was submitted on Tuesday, September 30. Copies of the proposal were distributed to EAC members and EAC members will be updated if we receive any news regarding the association from the President’s Office.

University Policy Committee
EAC members should keep an eye out for upcoming policy emails and respond to Karen with any feedback as soon as possible.

Compensation Advisory Council
The EAC is currently working on prioritizing and planning for the year. Once this plan is in place, Kristin and Karen will share the plan and will need help gathering information. Two major themes of the year will be:
- Staying steadfast with salary increases as a priority (since that is a priority for the VP’s as well), Due December 31, 2014
- Providing advice regarding a refined IBA concept for Instructional Faculty and A&P Faculty. Due December 31, 2014
Several updates have also been shared regarding other topics the EAC has discussed previously:
Gender/Race/Ethnicity Salary Study
- A study was commissioned last year
- We hired an outside consultant through a competitive process to ensure objectivity
- We analyzed the salaries of all employees (Instructional Faculty, A&P Faculty, Classified)
- Findings indicated no systemic gender, race or ethnically based salary inequities
- We did find five employees who appeared to be paid inequitably
- Their salaries have been adjusted

Family Leave
- There have been concerns voiced about Family Leave specifically in the context of peer coverage
- Four fundamental issues have arisen based on the discussions
  - Peer coverage is, at times, administered inconsistently as few guidelines exist
  - As peer coverage is administered, backup resources are provided with inconsistency
  - Some faculty are enrolled in peer coverage, some in VSDP and some in both. The benefits between peer coverage and VSDP differ, causing inequity
  - There are some JMU employees who are not eligible for the peer coverage benefit and therefore, do not obtain the same salary benefit during extended absences
- HR has been working with the senior leaders to determine possible ways to mitigate the inequities associated with the current family leave structure
- It will not be possible to modify leave for classified employees
- It is likely the CAC may be asked to provide advice to the VP's about this issue

Child Care
- The possibility of providing child care at JMU has been discussed for many years
- A committee was convened to study the issue and a survey was conducted
- Based on the survey, a financial feasibility study was conducted
- Since the financial feasibility study was inconclusive, a Request for Information (RFI) was issued to provide data designed to inform a decision regarding whether to provide child care. Four potential vendors responded to the RFI
- An evaluation committee is reviewing the vendor responses to the RFI and some vendors will be brought in to answer clarifying questions
- A decision will then be made to determine if an RFP will be issued to contract for child care services at JMU

In the future, if funding becomes available for any type of bonus, equity adjustments or salary increases, the Vice Presidents will request input from the CAC regarding how to administer any changes. During the EAC meeting, an email was sent out to the campus community informing all employees that Instructional Faculty would receive a two percent raise and that IBAs would be funded for Classified Staff this year ($200,000). The CAC will be submitting recommendations related to the two percent increase. Concern was voiced about how much of a dent the $200,000 will make as there is no public knowledge about how many people are waiting for these increases. EAC members reiterated that the conversation must shift from “well if there is money left” to “how can we find money for this?” There is still much concern and confusion about capital projects and funding for staff raises and why certain line items can’t be moved.

EAC Liaison Updates
Gina Maggio presented on behalf of Renee Reed, Employment Outreach Specialist at JMU. There are two new initiatives, C3 – Career Community Connection and Employee Resource Groups, that she would like the EAC’s help with promoting and joining steering committees. We discussed linking these initiatives to the EAC website and inviting Renee to our next meeting to learn more.

Future Meeting Location Possibilities
The EAC discussed touring and meeting in the Ice House in November and the Student Success Center in December if possible. Kristin and Karen will reach out to see if this is possible.

Old Business / New Business
Employees have heard rumors about a new parking garage and would like to know if that is in the works and are concerned about raising parking rates.

The meeting concluded at 2:20. The next meeting will be held on November 5, 2014 in Taylor 303 unless another location is communicated.