

Employee Advisory Committee

James Madison University
Moody Hall Conference Room, Moody 113
February 1, 2017 1:00 – 3:00PM

The James Madison University Employee Advisory Committee met Wednesday February 1, 2017 at 1:00pm in the Moody Hall Conference Room. Committee co-chairs Susan Dean and Kathy Sarver presided. Members present were Tiffany Brutus, Donna Crumpton, Karen Gerard, Steve Harper, Laura Hickerson, Wesley Howdyshell, Gina Holloway, Jonathan Kratz, Rodney Lam, Paul Mabrey, Tisha McCoy-Ntiamoah and Shea Tussing,

Welcome

The meeting was called to order. An announcement was shared regarding the departure of Liz Howley and Catherine Malloy from the EAC. Also, President Alger was not available to attend today's meeting. We are awaiting a confirmation if President Alger will attend our meeting in March.

Old Business

Review and Approval of Minutes (Nov. & Dec.)

- November meeting minutes were sent via email. Minutes were approved.
- December minutes provided at this meeting and were approved.

EAC Guideline Review

- Steve & Jonathan provided recommendations to current guidelines related to the EAC group makeup to each EAC member.
- Recommendations were well received. This information may also help in the information provided on the EAC nomination form.
- Thoughts were exchanged regarding how to directly recruit membership type: for example would HR be able to send an email to PT/wage employees specifically. Shea has access to view population pools. Need to emphasize that permission from supervisor is needed to serve on the EAC.
- Some concern expressed regarding if PT/wage employee would be able to serve on the EAC for 4 years. There is not a minimum term requirement for an EAC member.

Graduation/Summer Session

- Communication was sent to Maggie regarding the concern that future summer session would begin the following week after Spring Term commencement, with no break in between. EAC is waiting on a reply from Maggie.

Benefits- Further discussion in March 2017

- Updates on 3% salary budget increase?
- CAC next meeting is 2/3/17

Website-Additions

- A link to JMU benefits will be added by Gina

Social Hour-

- Paul will send a doodle poll to schedule the next EAC lunch.

New Business

EAD-May 11th 9-3:30PM

- Retro Theme
- Movies, Bingo, Karaoke returns
- EAD needs ideas for workshops. Please pass ideas on to Susan and Kathy

18-19 Proposed Academic Calendar and survey information

- Encourage office to complete survey to be distributed sometime in February

Sharing responsibilities of the EAC

- Areas that were presented for EAC members to be more involved with include CAC, Policy, Planning Team EAD, Planning Team President's Address, Social chair, Website Coordinator, Minutes/Secretary.
- EAC agreed co-chairs should remain representatives for the CAC.
- Kathy and Susan will create a document of the opportunities with a summary of tasks needed and the time commitment. This will be presented to Maggie and then brought back to EAC.

EAC Liaison updates

Faculty Senate Updates:

- 18-19 Academic Calendar
- Provost Benson retiring. Would EAC consider being part of retirement recognition event?
- EAC voted on sending a card and Kathy Sarver will provide the card.

CAC Updates

- Next meeting 2/3/17

UPC Updates

- Policies will be sent to EAC member's email. Review and reply to Kathy and Susan.

Other:

- Acknowledgement of appreciation for President Alger's public statement regarding
- New Provost will be invited to attend an EAC meeting during 17-18 year.
- Send Kathy and Susan questions for President Alger

Next Meeting: March 1, 2017, 1:00-3:00PM - Moody Conference Room

Our Mission:

As an advisory committee reporting to the President of James Madison University (JMU), 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 organization accomplishes its mission by:

- communicating with the Executive Assistant to the President of the University (Liaison to EAC)
 - providing feedback and advice to the Senior Leadership Team regarding issues that impact JMU employees
 - facilitating two-way communication with the campus community through electronic and verbal methods
 - facilitating staff employee participation on University Committees and Commissions
 - sponsoring the annual JMU Employee Appreciation Event each May
 - planning the President's Opening Address to Staff each Fall
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