

Employee Advisory Committee Meeting Minutes

James Madison University

Moody Conference Room

October 4, 2017 1:00 – 3:00pm

The James Madison University Employee Advisory Committee met on Wednesday October 4, 2017 at 1:00pm in the Moody Hall Conference Room. Committee co-chairs Tisha McCoy-Ntiamoah and Susan Dean presided. Members present were Tiffany Brutus, Donna Crumpton, Vivian Ferris, Kathleen Gibson, Steve Harper, Wesley Howdyshell, Rodney Lam, Paul Mabrey, Shelley Newman, Kathleen Sensabaugh, Bradley Striebig and Shea Tussing.

Welcome

EAC Group Photo – 1:00 Moody Hall steps in front of building. Thank you to our photographer Pam

Speaker: Jennifer Hart Barb

Jennifer provided a summary of the survey distributed for Employee Appreciation Day provided. Many people commented that they did not see upper management during the day. It would be nice if we had presence of the AVPS, VP's & the President at future EADs

Suggestions senior management involvement included having - President Alger open up karaoke

Mike Davis- participating in Bingo as a caller

There was some concern about communication from supervisors about participating in EAD. Jennifer was able to follow up and get clarification. Overall we hope that supervisors are encouraging all to participate in EAD.

Last year the EAD budget was increased by \$750 and EAC helped to coordinate that, it would be helpful to have at least \$1000.00 increase for the future EAD budgets. Biggest cost is food and the movies, (the movies were older and that helped to keep the cost down).

Food drive was successful but a thought is to put the bins out around campus so that donating can be easier but it will require more workforce from the committee.

The EAD Committee met in July. First 17-18 term meeting is November. May 10, 2018 is the tentative date for EAD-2018. Please email Tisha and Susan with any suggestions for the EAD.

Old Business:

Update on Additional EAC members

Introduction of all present members. Tisha reviewed the EAC meeting process and structure

All new EAC members were contacted by Susan and/or Tisha

Reviewed and Approved the Minutes from September 6, 2017 Meeting

Sub-committees

Secretary – Tiffany Brutus confirmed as primary secretary. Looking for another committee member to serve in her absence, when necessary. Bradley Striebig volunteered to serve as the back-up.

Purple Star Awards – Need to confirm 2-3 members Human Resources and the President's Office will contact the EAC in early April an email to announce nominees for the award. Voting requires a quick turnaround (usually within 3 days). April is when the nominations are presented. Nominations are sent via email from Jenny Toth for judging. Vivian, Donna and Shea volunteered to serve in this role.

Social Event Coordinator – Paul Mabrey will coordinates opportunities for committee members to gather and network outside of the meeting.

President's Opening Staff Address – need to confirm 2-3 members. All members of the EAC serve at this event in some capacity. However, it would be helpful to have 2-3 committee members to serve as lead persons to coordinate organizing prizes, distributing prizes at the event, and Purple Heart Award recipients. Wesley, Tiffany and Kathleen Gibson volunteered to serve on this sub-committee

PowerPoint presentation management is needed.
Website management is needed.

Memorial Hall may be a potential venue to hold the address.

EAC Liaison Updates - UPC, UPT, CAC, Faculty Senate, EAD

Updates are from

Compensation Advisory Council (CAC) – Chair: Rick Larson

Update from Sept. 29th Meeting – introductions, discussion of 2017-18 work plan for the Fall 2017 meetings: Oct. 6, Oct. 20, Nov. 3, Nov. 17, Dec. 1,

Rick will present at our Dec. 6th meeting. Susan and Tisha attend this meeting. Long term objectives are to address salary issues. Dr. Coltman sent an email regarding compression and inversion for Faculty. Unclear if there will be communication regarding IBA. Work/Life balance is the other main objective. Compensation means the entire compensation package. Suggestions provided by EAC,

1. Conducting a new survey of employees
2. AP Faculty, Peer coverage concerns, currently there is no consistency of compensation
3. Compensation if/when employee has earned a new degree. Department has to initiate paperwork and the employee can receive a bonus. How can we make sure this happen consistency? For any classification. Degree obtainment bonus varies by degree but it is the same regardless of job classification. How do we ensure that advisors are aware about this opportunity? Do supervisors have the authority to decline submitting paperwork? How do we know if supervisors know about this opportunity?

Faculty Senate - Tuition plan briefed to the Faculty Senate group

University Planning Team – Chair: Brian Charette. No report, next meeting Oct. 25, 2017; will report out at Nov. 1st meeting

University Policy Committee (UPC) – Chair: Rick Larson

Please see the “UPC Semi-Annual Policy Change Notification Report for Spring 2017 emailed by Rick Larson on Sept. 28th. EAC is a stakeholder for this committee not members. Email on 9/28 is summary of the policies that have been changed within the last year. Tisha will forward the email to EAC members

Faculty Senate Updates - Waiting on our new EAC-Faculty Senate Liaison to be named.

Possibility of changing EAC guidelines to not include a member of Faculty Senate.

Faculty Steering Committee, presentation by Mr. King on tuition plan. The Faculty Senate collects dues for bereavement purposes. If they have a Surplus at the end of the session, they can spend the money. Motion has been put forth to give \$1000.00 to Centennial Scholars, Benson Endowment, and Faculty Dependent Scholarship.

Rick Larson visit the Faculty Senate in February of 2018. A thought may be to have the tuition plan to be presented to the EAC group.

New Business:

January 10th and March 14th Meetings – EAC to vote if we want to add these additional meetings to our calendar. Historically, we have not met in January, and the March meeting will fall during Spring Break in 2018. It was decided that we will not have a January meeting and the March meeting will be moved to March 14th

Additions to the CAC Work Plan – we will have an opportunity to present additional items at our Oct. 6th meeting. Discussed in earlier agenda item Liaison updates.

Other:

2017/2018 Speaker/building tour suggestions

Madison Hall – recommend attending the Open House on Oct. 4th (11a-2pm)...yep, that's TODAY!

Madison Union – interested? No response given

USB Annex – Interested? No response given

Engineering has a new space, visit can occur in Spring 2018 term

Hotel Madison- Spring 2018

Dining Hall- Fall 2018

Speakers scheduled for Fall 2017 include

Michele White – TBD, may be spring 2018

Jennifer Hart Barb (EAD) – occurred today 10/4/17

Rick Larson – Confirmed: Dec. 6th

President Alger – TBD, any questions please send as soon as possible

Dr. Coltman- Spring 2018?

Susan requested that EAC members email her their birthdays.

Next Meetings: November 1, 2017 1:00-3:00 Moody Conference Room – RM113

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.