

James Madison University | Moody Hall Conference Room | **Wednesday, September 4, 2019**

In Attendance: Tiffany Brutus, Wes Howdyshell, Mike Burke, Donna Crumpton, Matt Lovesky, Donna Marie McMillan, Shelley Newman, Jesse Rathgeber, Renee Reed, Tiffany Runion, Bradley Striebig, Shea Tussing, Mary-Hope Vass, Kathleen Gibson

Called to Order: 1:05 PM

Introductions: Tiffany Brutus, co-chair, introduced new committee members. Kathleen Gibson shared that she will be rotating off the board. Wes Howdyshell will replace her as co-chair.

Explanation of the EAC, our purpose: Tiffany reviewed for all committee members, the purpose of the committee. Acting as a liaison with a focus on advocacy and communication.

Old Business:

- Tiffany and Kathleen provided a brief overview of the committee activities during 2018-2019.
- Kathleen has typed up pre-planning notes that she had for this year based on last year and gave to Tiffany and Wes. Topics included parking allocations, peer coverage and Tier 3 update.
- Committee discussed initiative for EAC end of year recommendations and report, what would be the focus/direction for recommendations, what are the re-occurring conversations and how do they fit in.
- Members discussed feedback they received on Opening Staff Address and anything that could be different. Comments were positive and committee will keep suggested changes made in mind as part of planning for 2020 address.
- No additional feedback has been received on Employee Appreciation Day. Kathleen noted that Jennifer Barb will be stepping down as co-chair and Krista Nealis will be replacing her. The committee expressed their appreciation for Jennifer's hard work and service on the EAD committee.

New Business:

- Updated Committee Member Roles
 - Secretary – Renee Reed
 - EAC Website – Katie Sensabaugh
- Tiffany and Wes will serve on the University Planning team and will provide updates as available with the committee. They will also represent the EAC at the upcoming Wellness Fair hosted by Human Resources on October 1st.
- Committee members offered ideas/suggestions on possible opportunities to let employees know about the EAC and its purpose.
- Discussion of potential agenda items for the EAC meetings during 2019-2020. Topics suggested included facility tours (Paul Jennings, makery areas) campus accessibility and ADA accommodations, wage employment, university budget, capital improvement update, enrollment, and carry over items from last year.
- Rick Larson, AVP HR Training & Performance, will again join us for our December and May meetings.

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Group Photo Taken

Meeting Adjourned: 2:45 PM

Submitted by: Renee Reed

Approved by Committee: October 2, 2019

Future Meetings:

2019 - October 2, November 6, December 4

2020 - February 5, March 4, April 1, May 6, Late May luncheon with President Alger

(All meetings are 1:00 PM – 3:00 PM in Moody Hall Conference Room unless otherwise noted)

Mission of the EAC

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:

- Providing feedback and advice to the Senior Leadership Team regarding issues that impact JMU employees and 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

www.jmu.edu/eac