

# 2020-2021 Employee Advisory Committee Annual Report to the President's Office

**The Employee Advisory Committee is an advisory committee reporting to the President of James Madison University and 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 Advisor to the President of the University
- 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
- Plan the President's Opening Address to Staff.

**Commendations:**

The EAC would like to extend our gratitude to the following people for supporting the mission and work of the EAC committee during the 20-21 academic year:

*President Alger and Senior Leadership, Ireti Akinola, Cannie Campbell, Deanna Carter, Brian Charette, Sarah Ciccione, Mike Davis, Art Dean, Rick Larson, Patty Long, Towana Moore, Krista Neal, Cody Troyer, Anita Westfall, Aramark, JMU Advancement, JMU Athletics, JMU Bookstore, JMU Libraries, Pepsi, UREC, Women for Madison, amongst many others.*

## **2020-2021 Key Activities and Major Accomplishments:**

- 8/20/20- [2020 President's Annual Address to Staff](#) held virtually via YouTube Live with live raffle drawing EAC collected and distributed 37 Raffle prizes. Staff who registered for the event were eligible to participate in the Raffle drawing. We had 954 people register for this event.
- 9/3/20- Shared EAC member feedback regarding COVID -19 University Plan and Communication with JMU Faculty & Staff.
- 11/4/20- Mike Davis attended our General Business Meeting to provide a University update. This aligned with EAC's 20-21 goal to have an update from the President's office each semester.
- 12/2/2020 and 5/5/2021- Received Compensation Advisory Council updates from Rick Larson, AVP of HR, Training, and Performance.
- 2/3/2021- Received update from President Alger.
- 2021 President's Address to Staff scheduled for August 19, 2021, at the Atlantic Union Bank Center. Rehearsal is planned for August 18, 2021.
- Assisted with the 2021 Employee Appreciation Day boxed lunch reservations.
- Supported EAC members who needed assistance with accessing the virtual meeting environment for the 20-21 year.
- The EAC and Academic Affairs Administrative Staff Advisory Committee (AAASAC) are exploring ways to collaborate on topics and challenges specific to classified, wage, and A&P Faculty.

*The EAC business meetings are held on the first Wednesday of the month during the academic year. For the 2020-2021 academic year, EAC maintained adequate engagement; over 60% in attendance at each meeting from EAC members and 100% adherence to our regularly planned meeting schedule.*

**The EAC held all 20-21 meetings virtually via WebEx virtual platform on the following dates:**

- [September 2, 2020](#) General Business Meeting
- [October 7, 2020](#), General Business Meeting
- [November 4, 2020](#), University Update provided by *Mike Davis* (Executive Advisor of President's Office), Title IX Compliance Training presentation provided by *Amy Sirocky-Meck* (Title IX Coordinator/EAC member), Capital Project Update provided by *Towana Moore* (Assoc. VP of Business Service).
- [December 2, 2020](#), Compensation Advisory Committee Update provided by *Rick Larson* (AVP HR Training & Performance) & COVID Impact update from Financial Aid & Scholarships presented by *Donna Marie McMillan* (Office Operations Manager Financial Aid & Scholarships/ EAC member).
- [February 3, 2021](#) - Q & A with *President Alger* & COVID Impact update from Center for Global Engagement provide by *Katie Sensabaugh* (Asst. Director, Study Abroad/EAC member).
- [March 3, 2021](#) - Women for Madison Presentation provided by *Cannie Campbell* (Assoc. VP Constituent Relations), COVID Impact update from University Business Office provided by *Wesley Howdyshe* (UBO, Compliance Specialist/EAC member).
- [April 7, 2021](#) – *Ireti Akinola* (HR Recruitment Specialist) and *Art Dean* (Executive Director Campus & Community Programs) hosted a conversation about diversity and inclusion efforts specific to hiring and retention.
- May 5, 2021- Compensation Advisory Council update presented by Rick Larson (AVP HR Training & Performance). Minutes will be approved and available after the first meeting of the 21-22 year.

**President's Luncheon with Employee Appreciation Day Committee and Employee Advisory Committee postponed until Fall 2021.**

**Recommendations:**

1. EAC recommends JMU apply explicit attention to all employee classifications (full and part-time classified staff, full-time faculty, and adjunct faculty) as it begins to prepare contingency plans considering COVID-19. Communication specific to JMU's contingency plan and requests for feedback should always include all employees and address specifics to reduce transmission among employees, maintain healthy business operations, and maintain a healthy work environment.
2. EAC is in support of the efforts by the Compensation Advisory Committee and Faculty Senate regarding the continued research specific to Child Care accessibility for JMU Employees.

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3. EAC recommends research be conducted regarding JMU wage employees' pay, training, and progression.
4. EAC recommends that JMU consider opportunities to explore changing working titles and assess if titles are relevant and gender-neutral.
  - a. An example of this type of change in the past is the title change from *Secretary* to *Administrative Assistant*.
  - b. Housekeeper/Housekeeping has a female gender connotation, although employees in this area include all genders. Another title for housekeeper could be sanitation attendant or custodian.

### Needs:

- EAC continues to seek opportunities and resources to connect with the employee population at JMU.
- The EAC will have three members ending their EAC term that will need to be filled:
  1. **Tiffany Brutus**/Administration & Finance/Athletics/ A/P Faculty
    - a. Tiffany Brutus will end her term as Co-Chair and serve as Ex-Officio EAC member through the 21-22 academic year. We seek a current EAC A/P Faculty member to fill the Co-Chair position for two terms (21-22 and 22-23).
  2. **Donna Crumpton**/Academic Affairs/Sponsored Programs Accounting/A/P Faculty
  3. **Wesley Howdysell**/Administration & Finance/ University Business Office/ Classified

### EAC tentative plans for 21-22 academic year

- Monthly meetings 1<sup>st</sup> Wednesday of each month
  - Fall 2021 Dates: September 1, October 6, November 3, December 1
  - Spring 2022 Dates: February 2, March 2, April 6, May 4
- Update EAC member picture on the website
- Tour Atlantic Union Bank Center, College of Business and Maker Spaces
- Invite presentations from Facilities Management, University Strategic Planning
- Have at least one Q & A from the President's Office each semester
- Have at least one official update from the chair of the Compensation Advisory Committee (CAC)
- Continue to enhance EAC operations guideline that identifies and informs the logistical obligations of EAC Co-Chairs
- Adapt University Committee Nomination form to be used through QuestionPro or iModules.

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**2020-2021 EAC Members:**

Becher	Emily		Academic Affairs	Theater and Dance	Instructional Faculty
Burke	Mike		Administration and Finance	Housekeeping	Classified
Brutus	Tiffany	Co-Chair	Administration and Finance	Athletics	A/P Faculty
Crumpton	Donna		Academic Affairs	Sponsored Programs Accounting	A/P Faculty
Higgins	Matthew		University Advancement	Strategic Gifts	A/P Faculty
Howdyshell	Wesley	Minutes	Administration and Finance	University Business Office	Classified
Lovesky	Matt		Student Affairs	University Recreation	A/P Faculty
McMillan	Donna Marie		Access and Enrollment	Financial Aid & Scholarships	Classified
Neckowitz	Andrew		Academic Affairs	College of Visual and Performing Arts	Classified
Newman	Shelley		Administration and Finance	Information Systems	Classified
Runion	Tiffany	Co-Chair	Academic Affairs	Center for Faculty Innovation	Classified
Saunders	Jason		Administration and Finance	Human Resources	Classified
Sensabaugh	Kathleen	Webmaster	Student Affairs	Center for Global Engagement	A/P Faculty
Sirocky-Meck	Amy		Access and Enrollment	Title IX Office	A/P Faculty
Skelly	Ashley		Student Affairs	Health Professions/University Health Center	Instructional Faculty
Striebig	Bradley		Academic Affairs	Engineering	Instructional Faculty
Vass	Mary-Hope		University Advancement	Communications	A/P Faculty

Academic Affairs	5	<b>Current Representation</b>	
Access and Enrollment	2	A/P Faculty	7
Administration and Finance	5	Classified	7
Student Affairs	3	Wage	0
University Advancement	2	Instructional Faculty	3
<b>Total Members</b>	<b>17</b>	<b>Total</b>	<b>17</b>