

## Final Report for 2015-16 Academic Year

### **James Madison University Employee Advisory Committee**

May 10, 2016

#### **Chairperson(s):**

Karen Gerard, School of Art, Design & Art History

Kathy Sarver, Office of Planned Giving

#### **Committee members:**

Tiffany Brutus, Athletics, Student Athlete Affairs

Everette Clemmer, IT - Technical Services

Susan Dean, Telecom

Vivian Ferris, Office of Financial Aid and Scholarships

Steven Harper, School of Engineering

Laura Hickerson, Career & Academic Planning

Jonathan Kratz, Office of International Programs

Rodney Lam, Facilities Management

Paul Mabrey, Communication Center & SCOM

Gina Maggio, Office of Equal Opportunity

Cathryn Molloy, Writing, Rhetoric, and Technical Communication

Tisha McCoy-Ntiamoah, Orientation

Shea Tussing, Human Resources

Kathy Sarver, Office of Planned Giving

#### **2015-16 meeting dates:**

September 2, October 7, November 4, December 2,

February 3, March 2, April 6, May 4

#### **Outgoing committee members:**

- Everette Clemmer (Classified Staff)
- Kristin Gibson (AP Faculty)
- Amber Weaver-Shifflett (Classified Staff - left in October 2015)
- Karen Gerard will remain on committee as ex-officio
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#### **Recommendations for incoming members:**

Per committee guidelines, approved in 2014-15, new members for 2016-17 should be two Classified Staff and one wage employee (if possible). We have currently exceeded our numbers for AP Faculty. If a wage employee is not available, we should appoint one Instructional Faculty member since we are short one person in that category. See below for recommended committee membership.

*The EAC will not exceed 17 members. General guidelines for the makeup of the group includes:*

- *Seven will be Classified Staff, five will be A&P Faculty, four will be Instructional Faculty and one will be Wage/Part-time Staff.*
- *No more than one member shall be from a single department.*

- *At least one representative from each Division and College on campus.*
- *A mix of tenures (both recent hires and long-term employees).*

### **Summary of committee business for 2015-2016:**

- Planned the President's Opening Address to Staff on August 21, 2015.
- Committee Co-Chairs served on the University Planning Team.
- Committee Co-Chairs served on the Compensation Advisory Council and provided updates and gathered input from the EAC.
- Committee Co-Chairs served as liaisons to the University Policy Committee, soliciting feedback from the committee on new policies or changes to policies in a timely fashion.
- The EAC welcomed several guests to meetings, including Renee Reed (HR), Maggie Evans (President's Office), Jenny Toth (HR), Rick Larson (Compensation Advisory Council), President Alger, Donna Harper (re: Title IX), Bill Yates and Towana Moore (re: Parking), and Jennifer Kester (HR).
- Undergraduate student, Kendall Perez, worked with the EAC to develop some marketing strategies to help get the word out about what the EAC does, to promote our annual events, etc. This was her senior capstone project. Ms. Perez met with the EAC at one meeting to brainstorm ideas and met with the Co-Chairs and Maggie Evans separately.
- In the spring, the EAC began a long-term project to review and update our website. This will continue into the fall of the next academic year.
- The EAC took a tour of the educational brewery in HHS by Steven Harper, EAC committee member.
- Collaborated with the EAD Committee to plan the "JMU: Thanks to You," employee appreciation event, on May 12, 2016.
- Coordinated the EAC/EAD Luncheon May 18, 2016.
- Committee Co-Chairs sent bulk email to JMU employees in May to facilitate employee participation on University Committees and Commissions.
- The EAC membership began meeting after work for some social time in an effort to get to know each other outside of work and a way to build community.

### **Projected schedule for 2016-2017 Academic year:**

President's Address to Staff:

August 19, 2016 (Reserved Wilson Hall 6am-12noon)

August 18, 2016 (Reserved rehearsal in Wilson Hall for 3:30-5:30pm)

Meetings: (Reserved for Moody Conference Room, 1-3pm)

September 7, October 5, November 2, December 7, 2016

February 1, March 1, April 5, May 3, 2017

Employee Appreciation Event:

May 11, 2017 (Reserved)