

## Final Report for 2016-17 Academic Year

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

May 11, 2017

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

Kathy Sarver, Office of Planned Giving

Susan Dean, Telecommunications

#### **Committee members:**

Tiffany Brutus, Athletics, Student Athlete Affairs  
Donna Crumpton, Sponsored Programs Accounting  
Vivian Ferris, Office of Financial Aid and Scholarships  
Steven Harper, School of Engineering  
Laura Hickerson, Career & Academic Planning  
Liz Howley, Women's Resource Center  
Wesley Howdyshell, University Business Office  
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

#### **2016-17 meeting dates:**

September 7, October 5, November 2, December 7,  
February 1, March 1, April 5, May 3

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

- Steve Harper (Instructional Faculty)
- Laura Hickerson (AP Faculty)
- Karen Gerard (Classified)
- Jonathan Kratz (AP Faculty)
- Liz Howley (AP Faculty)
- Cathryn Molloy (Instructional Faculty)
- Gina Holloway (Classified)
- Kathy Sarver will remain on committee as ex-officio

#### **Recommendations for incoming members:**

Per committee guidelines, approved in 2014-15, new members for 2017-18 should be two instructional faculty, one AP faculty, two classified staff and one wage employee (if possible).

### **Summary of committee business for 2016-2017:**

- Along with the President's office the Co-Chairs Planned the President's Opening Address to Staff on August 18, 2017 collected door prizes and oversaw the distribution of prizes. The Committee greeted guests, distributed door prize tickets and helped clean up.
- Committee Co-Chairs served on the University Planning Team. Same
- Committee Co-Chairs served on the Compensation Advisory Council and provided updates and gathered input from the EAC. Same
- 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. Same
- The EAC welcomed several guests to meetings, including Holmes Brown (ORL) (HR), Maggie Evans (President's Office), Donna Harper (VP Access & Enrollment), Rick Larson (Compensation Advisory Council), President Alger,
- 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. To date we have updated the EAC Nomination Form to include supervisor contact information and added verbiage to the EAC committee description to include required meeting schedule.
- The EAC took a tour of the HBS, UREC Expansion and Apartments on Grace.
- 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 24, 2017.
- 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. The vote was to gather during our lunch hour for greater participation.

- Updated guidelines – term changed to four years, if a “Wage” nomination is not received, we will conduct sessions with 16 members.
- Thank you Vivian Ferris, Steve Harper and Jonathan Kratz for creating a roll off schedule to get us back on track.
- Thank you Gina Holloway for updating our website to include benefits and perks, updating the nomination form and including committee requirements,
- Unfinished business – new semester & EAD schedule, 2018 President Address location and elections for subcommittees

**Projected schedule for 2017-2018 Academic year:**

President’s Address to Staff:

August 18, 2017 (Reserved Wilson Hall 6am-12noon)

August 17, 2017 (Reserved rehearsal in Wilson Hall for 3:30-5:30pm)

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

September 6, October 4, November 1, December 6, 2017

February 7, March 7, April 4, May 2, 2017

End of year lunch in May after EAC – Coordinate with President Alger’s schedule through Maggie.

Employee Appreciation Day 2018: EAC will meet with in Maggie July 2017

- Discuss impact of new May schedule if any.
- Discuss President Staff Address 2017
- How will we support the EAD -May 10, 2018 (Reserved)

Potential visitors for EAC Meetings – New Provost, President Alger, Rick Larson, Jeff Bourne (Bridgeforth Stadium)

Potential Tours for EAC – Madison Hall, Hotel Conference Center