

# 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 each fall.

## Commendations:

The EAC would like to extend our thanks and gratitude to the following for supporting the mission and work of the EAC committee during the 19-20 academic year

*President Alger and Senior Leadership, Paul Campbell, Deanna Carter, Brian Charette, Mike Davis, Chuck Flick, Dan Harrison, Nick Langridge Rick Larson, Patty Long, Kevin Meaney, Ramona Messenger, Towanna Moore, Krista Neal, Michelle Printz, Tara Roe, Peggy Smith, Cathy Thomas, Anita Westfall Aramark Catering, Center for Global Engagement, Staff Infection (JMU Faculty/Staff band) amongst many others.*

## **Key Activities and Major Accomplishments:**

**August 7, 2019-** EAC held a special summer planning meeting in efforts to orientate new members and to outline goals for the 2019-2020 year.

- All new members completed an orientation process prior to the 19-20 regular business meetings.

**August 16, 2019** – President’s Address to the Staff

**October 1, 2019-** EAC Co-Chairs managed an information table at the JMU Employee Wellness Fair. Provided Wellness Fair participants with information specific to the EAC.

**May 2020-** EAC successfully advocated for inclusion of staff in university survey regarding contingency planning and reopening due to the global impact of COVI-19

**The business meetings of the EAC membership is held on the first Wednesday of the month during the academic year.**

### **The EAC held meetings on:**

- September 4, 2019- Moody Hall Conference Room, EAC group photo on the Quad
- October 2, 2019- Center for Global Engagement Conference Room and Madison Hall Tour
- November 6, 2019- Jennings Hall Multipurpose Room 135, JMU Enrollment presentation provided by Mike Davis and Paul Jennings Hall Tour
- December 4, 2019- Moody Hall Conference Room, University Compensation Presentation provided by Rick Larson and Wilson Hall Tour
- February 2, 2020- Moody Hall Conference Room, Q & A with President Alger
- March 4, 2020- Moody Hall Conference Room- General Business Meeting

#### *EAC meetings canceled*

- April 1, 2020
- May 6, 2020

**President’s Luncheon June 2, 2020 canceled.**

## **EAC Awareness and Marketing**

Over the course of the academic year, the EAC worked to increase awareness and familiarity of the committees in an effort to encourage participation and contributions.

- Had a table at the JMU Wellness Fair
- Featured in the January HR Update Newsletter
- Working with Human Resources to have a table at Connections Day Resource Fair

**Recommendations:**

1. EAC would like to recommend that 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 in light of COVID-19. Communication specific to JMU’s contingency plan and requests for feedback should 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
3. EAC would like to recommend that research be conducted regarding JMU wage employees pay, training and progression.
4. EAC would like JMU to consider opportunities to explore Job Position title names, in efforts to assess if titles are relevant and gender neutral.
  - a. An example of this type of change that has occurred 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.

**Needs:**

- EAC is seeking more 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:

Shea Tussing	Administration & Finance	Human Resources	Classified
Jesse Rathgeber	Academic Affairs	School of Music	Instructional Faculty
Jennifer Lang-Rigal	Academic Affairs	Foreign Languages, Literatures, and Cultures	Instructional Faculty

- Wesley Howdyshell will be ending his term as Co-Chair and will remain an EAC member through 20-21 academic year. We are seeking another current EAC Classified member to fill the position for two terms (20-21 and 21-22).
- EAC tentative plans for 20-21 academic year
  - Monthly meetings 1<sup>st</sup> Wednesday of each month
  - Tour new facilities including Atlantic Union Bank Center, College of Business Facility and Maker Spaces
  - Invite presentations on Women for Madison, Facilities Management, University Strategic Plan
  - Have at least one Q & A from the President’s Office each semester
  - Develop and create a formal EAC operations guideline that identifies and informs the logistical obligations of EAC Co-Chairs

**Current EAC Members:**

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	Co-Chair	Administration and Finance	University Business Office	Classified
Lang-Rigal	Jennifer		Academic Affairs	Foreign Languages, Literatures, and Cultures	Instructional Faculty
Lovesky	Matt		Student Affairs	University Recreation	A/P Faculty
McMillan	Donna Marie		Access and Enrollment	Financial Aid & Scholarships	Classified
Newman	Shelley		Administration and Finance	Information Systems	Classified
Rathgeber	Jesse		Academic Affairs	School of Music	Instructional Faculty
Reed	Renee	Minutes Maven	Student Affairs	DUX Leadership Center	Wage
Runion	Tiffany		Academic Affairs	Center for Faculty Innovation	Classified
Sensabaugh	Kathleen	Webmaster	Student Affairs	Center for Global Engagement	A/P Faculty
Skelly	Ashley		Student Affairs	Health Professions/University Health Center	Instructional Faculty
Striebig	Bradley		Academic Affairs	Engineering	Instructional Faculty
Tussing	Shea		Administration and Finance	Human Resources	Classified
Vass	Mary-Hope		University Advancement	Communications	A/P Faculty

Academic Affairs	5	<b>Current Representation</b>	
Access and Enrollment	1	A/P Faculty	6
Administration and Finance	5	Classified	6
Student Affairs	4	Wage	1
University Advancement	2	Instructional Faculty	4
<b>Total Members</b>	<b>17</b>	<b>Total</b>	<b>17</b>