

Employee Advisory Committee

James Madison University
Moody Hall Conference Room, Moody 113
April 5, 2017 1:00 – 3:00PM

The James Madison University Employee Advisory Committee met Wednesday April 5, 2017 at 1:00pm in the Moody Hall Conference Room. Committee co-chair Susan Dean presided. Members present were Tiffany Brutus, Donna Crumpton, Vivian Ferris, Steve Harper, Laura Hickerson, Wesley Howdysshell, Gina Holloway, Karen Gerard, Jonathan Kratz, Paul Mabrey, Tisha McCoy-Ntiamoah and Shea Tussing.

Gather-

Kathy Sarver

Kathy is out of town and will not be joining us but sends her regards.

Welcome

Our year is almost at an end. Thank you all for your service. EAC members signed thank you notes for President Alger, Donna Harper and Maggie Burkhart.

Old Business

- EAC Guideline Review – Discussed removing the “Wage” presence from General Guidelines. Replace with?
 - EAC members voted to keep wage position
 - If/when wage position is not filled EAC members will generate a list of potential wage members and request that the President’s office invite those from the list to serve on EAC.
 - On EAC member application add verbiage that specifically states EAC membership is available to wage employees.
 - Application should also include a line for potential members to check to confirm if permission was given by supervisor to participate in the EAC if selected.
- Graduation/ Summer Session – Meeting with Maggie Burkhart Evans and Patty Long on March 10, 2017.
 - No recent updates. Proposed Summer schedule is still under review
- EAC Shared Responsibilities – Review and discuss EAC Responsibility List
 - Susan provided a document listing all EAC co-chair responsibilities. EAC members discussed the following
 - Secretary will organize EAC photo, manage thank you notes and meeting minutes
 - Having a planning committee led by EAC co-chairs for the President’s Address
 - Social coordinator vs. engagement coordinator vs. outreach/event planner – no decision was made for the name and/or the specific responsibilities for this role
 - EAC members thought it was reasonable for the EAC co-chairs to pass along the responsibilities of the University Planning Team.
 - EAC members agreed to having at least 2 members assigned to judge for the Purple Star Award. Susan will follow up with Maggie and request a specific time line for EAC participation.
 - As of now EAC co-chairs will remain responsible for
 - Employee Appreciation Day

- University Policy Committee- Susan will follow up with Rick Larson for clarification regarding the overall process and EAC's role with the process.
- Website – Additions? Recommended new format – See “Committee on Academic Programs” website.
 - It was not clear on how to utilize the recommended new format. EAC discussed continuing with the current format and adding the suggested additions regarding the application process, anticipated time commitment etc.
 - There was a request to add a link to the Admin & Finance, Student Affairs and Faculty scholarships to the EAC website. If there are any other suggested additions to the EAC website please email Susan.
- Dr. Jerry Benson - Kathy Sarver purchased a card to send from the EAC, please be sure to sign.
 - Card was sent around again for those members who did not receive it at the March 1st meeting.

New Business

- Review and Approve Minutes from March 1st Meeting.
 - No update needed for the last bullet on page 2
 - Meeting minutes were approved.
- EAD - May 11th 9-3:30 – Please contact Jennifer Hart-Barb 8-7396 if you can volunteer to assist.
 - Bingo event

EAC Liaison Updates

Faculty Senate Updates: N/A

CAC Updates? Mr. King and Dr. Benson will be attending the next CAC meeting, scheduled for April 14. Updates expected at that time. Rick Larson will attend out next EAC meeting May 3rd to deliver any updates.

Question: will Rick Larson provide any updates or will this be a review of CAC processes?

UPC Updates? N/A

Other

- January 2018 will renovation will begin on Wilson Hall. There is a concern about the location for the 2018 President's Address.
- Elevator is going in Alumnae Hall
- 8 people responded to EAC lunch, if interested in participating in the EAC lunch please reply by the end of the week.

Next Meetings: May 3, 2017 1:00-3:00 PM – Moody Conference Room

OUR MISSION:

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:

- facilitating staff employee participation on University Committees and Commissions through publicizing University Commission & Committee Nominations,
- sponsoring the annual JM-U Appreciation celebration,
- maintaining the EAC website to communicate the committee's activities with the campus community.