

## Employee Advisory Committee Meeting Minutes

James Madison University  
Moody Conference Room  
April 4, 2018 1:30 – 3:00pm

The James Madison University Employee Advisory Committee met Wednesday April 4, 2018 at 1:30 pm in the Moody Hall Conference Room. Committee co-chairs Susan Dean and Tisha McCoy-Ntiamoah presided. Members present were Donna Crumpton Susan Dean, Vivian Ferris, Kathleen Gibson, Wesley Howdyshell, Rodney Lam, Paul Mabrey, Tisa McCoy-Ntiamoah, Jennifer Rigal-Lang, Kathy Sarver, Kathleen Sensabaugh, Brad Striebig and Shea Tussing.

### Speakers:

- Rick Larson – Update on CAC Agenda
- Compensation Advisory Council (CAC) – Chair: Rick Larson
  - Reviewed CAC's mission and history
  - Update of long-term salary increase – plan for improving competitiveness
    - Report released last fall – posted on Provost website, CAC section
    - Remind VPs of findings
    - Offer to assist with report updates - only one ask to date – regular updates
    - Update report every other year for JMU biannual budget and 6-year planning budget
    - Adjunct faculty study (request by Dr. Benson) posted on Provost website – professional development fund for adjunct administered through CFI (~\$35,000)
    - Faculty promotion amounts – recommend new promotion amounts
      - Previously would have exacerbated compression and inversion
      - Explore additional options (other than set dollar amounts, for example % of base, flexible, hybrid model, etc.). Evaluating total cost to University.
      - Recommendation to VPs (status still uncertain): Instructor to Assistant: 2,000 (stays the same). Professor Assistant – Associate: 5,000. Assoc. – Full: 7,500. Changes cause additional C&I, recommend additional work towards compression and inversion. At about average compared to peer institutions. May go into current budget (July 1)?
- Employee work life balance – no major items to report
- Flexible work schedule – review maximum advantage was being achieved. Reviewed current policy.
- Child care – review previous research and constraining forces. No update at this time. Hope to provide recommendation by January.
- Faculty educational leave – begin in Fall, hope to complete by end of next year.
- Compression and inversion for AP faculty. Challenge of unique positions at JMU and universities. Process of encoding and determining equivalences across commonwealth.
- Disabilities program: Peer coverage compared to VA disability program. Prepared to recommend additional work is required, may transition to HR.
- Bonuses for degree attainment. Best way to communicate and ensure benefits are administered consistently. Work to do looking backwards in time to ensure compensation is appropriate. Coding into the system was inconsistent, improving moving forward, but more difficult looking backwards. Degree attainment will be tracked moving forward. Program is limited to AP, does not include non-tenure track faculty.
  - Percentage of retirement eligible in next 5 years: 258 classified employees eligible, 1,390 in next 5 years
  - Comparison of J-lark report to determine turnover rate. Higher turnover rate for housekeepers. Financial services, about the same. Lower vacancy rates.
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- Robert Weese and Rodney Lam – Update on master construction schedule

- See details on Facilities Management Scheduling – use “Master Schedule” and website to zoom in for details
- Facilities management website provides summer schedule (camps, etc.)
  - [www.jmu.edu/facmgt/scheduling.shtml](http://www.jmu.edu/facmgt/scheduling.shtml)
- Master schedule – current and pending construction
  - City working on MLK bridge
  - Grace street – 1 lane, block off S-lot
  - Chesapeake Parking deck – will create turning lanes there, moving us stop
  - Blue Ridge comes down for Convo Center and parking
  - Bluestone Drive – one lane with construction stop light – concern with pedestrian safety
  - Move food racks behind Moody, staging for future construction
  - Land Bridge over Diver Drive from Dorms to East Campus Housing
  - A3B – Gravel parking lot until Convo, etc.
  - Covered football practice field @ U Park
  - Most of utility outages have been scheduled for summer and are available on website

- **Conclude due to time**

New Business:

- Modified summer work schedule has been confirmed – per March 23<sup>rd</sup> email from HR

Other:

- Tim Miller has been announced as the new Vice President of Student Affairs. [Link to announcement.](#)
- May 30<sup>th</sup> – Appreciation Luncheon with President Alger; Provost Coltman will join us

**Next Meetings: May 2, 2018 1:30-3:00 Moody Conference Room – RM113**  
**Art Dean is confirmed as speaker re: Inclusion Task Force**

**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.