

Employee Advisory Committee | James Madison University

Moody Conference Room

Dec. 5, 2018 1:00 – 3:00pm

Meeting adjourned at 2:50PM

MINUTES

Kathleen Gibson, Tisha McCoy Ntiamoah, Matt Lovesky, Wesley Howdyshell, Donna Crumpton, Jesse Rathgeber, Shea Tussing, Rodney Lam, Tiffany Brutus, Bradley Striebig, Ashley Skelly

Speakers: /..

- Rick Larson, AVP, Human Resources – CAC update, Policy 1121, classified employee salary increases
 - Presented on progress made from Fall 2018 by CAC. CAC provides compensation advice to help determine the most effective compensation with Assist VPs Dr. Coltman and Mr. King. Some ideas are initiated by VPS and some by CAC.
 - **Long term salary increase plan**- there is a plan for faculty, staff and adjunct. The university used the plan to inform the 6 year plan for the university. Currently we are revising the salary increase plan to prepare for the next 6 year plan presentation. Reports can be found on the provost site “Documents and Reports” dropdown and select Compensation Advisory Council and authenticate. <http://www.jmu.edu/academic-affairs/policies-and-reports/cac.shtml>
 - **Work-Life Balance**- Idea is that we can compensate people in more ways than money. Explore new benefits. By the end of Spring 2019 there is likely to be some new initiatives added. Search Balanced Dukes for more information
 - **Flexible work schedules**- seeking and investigating the maximum advantage. A formal recommendation has been made to VP in. VPS affirmed creating a new policy, Policy #1342 specific to flexible work schedule. Policy #1342 is still in the vetting process. Designed to provide permission for additional policy specific to flexible
 - Policy #1332- telecommuting, Policy #1310- alternative schedules is mandated by the Commonwealth. February 2019 may be the time that this policy goes into place.
 - **Child care**- investigating pros, cons and gathering data of childcare opportunities through JMU. Goal is to provide VPs by Spring 2019 by March 31, 2019. Child care has been an area of interest for a long time. CAC is optimistic about presenting a recommendation
 - **Seeking a different a way to fund**
 - **Employee Perks**- not in terms of salary but may have a monetary value.
 - **Dining perk for faculty/staff on JMU campus specific to Dining Dollars GOLD. There is an option to present through CAC to see if we can gather some insight on this inquiry and how to best proceed**
 - **Compression and Inversion for A/P Faculty**- Inversion is a bigger urgency because we do not want people who have been here for a long time making less than someone fairly new. Most Higher Ed. institutions do not adjust for compression and inversion. There are some uniqueness with AP faculty in regards to the defacto pay structure, no wage structure. We can look at benchmark wages across positions at various. Next steps conduct a market study, focus groups, identify pay analysis group- could lead to us creating a wage structure to group similar people in

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- facilitating staff employee participation on University Committees and Commissions through publicizing University Commission & Committee Nominations,
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a pay analysis group, identified benchmark wage positions across institutions, review salary data from departments to compare salaries.

- **Peer coverage-** is a great benefit but currently there is not many rules associated with it so parameters are needed to ensure equity individually and department. VPs have approved for HR to investigate. Investigation should be completed by the end of the
- **Bonus for degree attainment.** Policy 1408 published, retroactively VPs approved bonuses for those who have earned a degree while at JMU since August 27, 2009.
- Follow-up regarding email communication specific to institutions using 37.5 work weeks. Mary Baldwin and Bridgewater currently are utilizing this work week. Rick
- Classified employees increase follow up- there is no policy that says we cannot do that however the way JMU has done that through in-band adjustments.

Old Business:

- Approval of minutes from Nov. 7th meeting
 - Minutes were approved.
- EAC members please respond to the climate study survey as soon as possible

New Business:

- How can the EAC advocate on behalf of classified employees for salary increases? What is/should be our role?
 -
- [Policy 1121](#) – Public Expression on Campus has been published to the [Manual of Policies and Procedures](#) website. Feedback/discussion?
- 2018-19 Academic Calendar – Note that there is a week off between May commencement and the start of Summer Session
- Please read the reports on the provost website <http://www.jmu.edu/academic-affairs/policies-and-reports/cac.shtml>
- Ask Departments about perks that they would be interested in having
 - Dining Dollars Gold for faculty/staff
 - Purple and Gold
- Questions,
 - Has a Classified senate idea ever been proposed at JMU?

EAC Liaison Updates - UPC, UPT, CAC, Faculty Senate, EAD

- Compensation Advisory Council (CAC) – Chair: Rick Larson
- University Policy Committee (UPC) – Chair: Rick Larson
 - Currently 70 policies being reviewed. All policies are reviewed every 24 months.
 - EAC has a role in reviewing policies- EAC members can help by pushing the policy out to the department to gather feedback.
- University Planning Team – Chair: Brian Charette
 - Strategic Plan Review – Success through 2026 and preparing for “Gen Z” 2030 / Changing Demographics
 - Shared with EAC members via email.
 - Planning team now has subgroups to look at various aspect regarding the future of JMU.
 - Next meeting: January 9th
- Faculty Senate Updates
 - No updates

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Other/Announcements:

- Employee Appreciation Day – Thursday, May 9, 2019 (2020: Thursday, May 14)
- Speakers scheduled for Spring 2019
 - Jennifer Barb – EAD updates 03/06
 - Jeff Bourne – 04/03
 - President Alger - TBD
 - Dr. Coltman – TBD
 - Rick Larson – 05/01

Next Meetings: 2019 - Feb. 6, March 6, April 3, May 1, late May luncheon with Pres. Alger (TBD)

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