

**James Madison University  
Employee Advisory Committee Meeting Minutes  
Student Success Center, Room 1075  
October 5, 2022  
1:00 PM - 3:00 PM**

**Meeting called to order at 1:00 PM.**

**Committee members present:**

- **Matt Phillippi, Financial Reporting – co-chair**
- **Ben Lundy, Parking and Transit Services – co-chair**
- **Kathleen Conery, School of Theatre and Dance**
- **Erica Foltz, UREC**
- **Matthew Higgins, Development**
- **Donna-Marie McMillan, Financial Aid and Scholarships**
- **Rob Morgan, Information Technology**
- **Sandra Purington, WRTC**
- **Jason Saunders, Human Resources**
- **Jessica Savoie, Alumni Relations**
- **Felicia Singson, Early, Elementary and Reading Education**
- **Ashley Skelly, Department of Health Professions**
- **Peggy Smith, History**
- **Kelsey Snyder, Residence Life**
- **Kerri Wilson, Admissions**

**Committee members absent:**

**Opening comments from the co-chairs**

**Old business:**

**Item 1: Pack the Park Event**

- The committee was reminded of the upcoming Pack the Park event encouraging staff to attend the October 16, 1:00 PM field hockey game.

**New business:**

**Item 1: Reports from subcommittees on project areas**

- **Communication subcommittee:**
  - Committee members reported receiving between 56 and 59 unsolicited emails from JMU departments in a two-week period.
  - The committee recommended that the EAC request modification of the policies for distribution of bulk emails. Suggestions included an annual “opt-in” model for bulk emails, standardization of the process for unsubscribing to bulk emails, and increased targeting and specificity in bulk email requests.
  - The committee suggested a weekly publication for staff members as a way to condense information and reduce emails.

- **Compensation subcommittee:**
  - The committee suggested dependent tuition waivers as a way for the university to provide compensation to staff members.
  - The committee reported that currently, about 50% of universities offer some kind of dependent tuition waiver program. A recent initiative to provide tuition waivers for staff dependents was defeated in the Virginia legislature. The committee noted that such a program could be introduced by the university itself, rather than through legislature, and suggested making this a priority.
  - The committee is currently reviewing data from peer institutions, as well as data from JMU regarding staff members who have dependents seeking degrees at JMU, to determine how much a dependent tuition waiver program would cost the university.
  - The committee recommended that a waiver program could be phased in by initially applying to undergraduate degrees only.

**Item 2: Discuss new ideas to promote employee appreciation**

- Committee members shared a number of suggestions designed to improve the perception of staff appreciation by the university, including:
  - Ice cream and coffee delivery by members of the JMU administration
  - A formal peer recognition program comparable to “Duke to Duke” or “pats” in the Breeze, possibly signed by members of the senior administration
  - More staff awards and recognitions
  - More publicity of non-marquee sporting events and incentives for staff to attend
  - Increased wage employee recognition, such as increased leave time or paid leave

**Item 3: Conversation with Mike Davis, Chief of Staff for the President’s Office**

- Mike Davis joined the committee for an open-ended discussion of topics presented by the committee members. Mr. Davis indicated that the university leadership was open to hearing from the EAC as it redefines its role as an advocacy group for staff.

**Meeting adjourned at 3:00 PM.**