

James Madison University
Employee Advisory Committee Meeting Minutes
Student Success Center, Room 1075
April 5, 2023
1:00 PM - 3:00 PM

Meeting called to order at 1:05 PM.

Committee members present:

Committee members absent:

Opening comments from the co-chairs

- The co-chairs will be meeting with Mike Davis on Friday to determine more details about the format of the final report, and the presentation that will take place during the luncheon on May 31.

Subcommittee Discussions:

Item 1: Compensation/Appreciation/Retention Subcommittee

- No new updates on compensation. A new peer group is still not available.
- Several suggestions were made for inclusion into the final report regarding employee appreciation and retention, including:
 - Recognition of service anniversaries for part-time employees
 - More publicity for activities like Pack the Park and Duke2Duke
 - Participation from the President in appreciation activities
 - Allowing JMU activities to count toward Community Service Leave
 - More IBAs (In-Band Adjustments)
 - Encouraging supervisors to work within the permission culture

Item 2: Communication Subcommittee

- Most research and conversations with stakeholders is complete. The committee is in the process of composing its final report.

Old business:

- The template for final reports is available on the SharePoint site. Subcommittees should place all reports in the 2022-2023 EAC business folder.

New business:

Item 1: Committee roster for next year

- In an effort to create staggered terms for EAC members, some members are rotating out.
- One EAC chair should be a faculty member (currently both are staff).
- An email is going out to the JMU community to recruit instructional faculty, AP faculty, and a wage member. No staff are needed given the returning roster.

Item 2: May 31 Luncheon

- Employee Appreciation Day Committee will be given an opportunity to present if they wish
- Presentations will be brief, as the luncheon is only an hour.

Item 3: Meeting with Rick Larson, AVP HR Training and Performance

- Mr. Larson shared updates on the activities of the Compensation Advisory Council:
 - Revamping the IBA process in response to the Climate Study has been a focus
 - The CAC is also focusing on recruitment, retention, and work/life balance
- A 5% pay increase is expected this summer for fiscal year 2023
- A 7% pay increase is possible for fiscal year 2024
- Mr. Larson reviewed the IBA process and how consultants determine the priority of adjustments. Those whose current compensation is below the minimum of their pay band are given top priority.

Item 4: Upcoming events

- The EAC will approve the subcommittee reports at the May 3 meeting.
- Lunch with President Alger is on May 31.

Meeting adjourned at 2:54 PM.