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## SJSU ERFA Board Minutes, October 2, 2017

San Jose State University, Emeritus and Retired Faculty Association

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# Minutes: SJSU ERFA Executive Board Monday, October 2, 2017.

## Duncan Hall 249

**Members Present**, Celia Bakke, Gene Bernardini, Ji-Mei Chang, Carol Christensen, Jill Cody, Elba Maldonado-Colon, Abdel El-Shaieb, Nancie Fimbel, Dolores Escobar-Hamilton, Don Keeseey, Joan Merdinger, Wayne Savage, Carmen Sigler, Lonna Smith, Jackie Snell, Jo Bell Whitlatch, Dennis Wilcox, and Bob Wilson, .

1. **Call to order:** In the absence of Ji-Mei who was delayed, Vice President Elba opened the meeting at 10:06:52.
2. **The Minutes** of the September 11 board meeting were approved with several abstentions from members who were not at the September meeting.
3. The passing of Adnan Daoud, a long-term member of the Executive Board and also active in CSU-ERFA committees over the years, was marked by a moment of silence in honor of his memory.

### 3. President's Remarks

- A. Members-at-large assignments. Ji-Mei, in the absence of Bill McCraw, reported that he was serving on the program committee and will also continue to handle the reservations for the spring excursion.
- B. Volunteers for Nominations Committee. Board members interested in serving on the committee are encouraged to email Ji-Mei. Members of the committee will be announced at the November 6 meeting.

### 4. Update on Events and Activities.

- A. **Update on Fall Luncheon October 27 at Michael's Shoreline.** The reservation form was in the September newsletter and Jackie is taking reservations. Nancie will introduce Randy Stross. Carmen reported that she has been in contact with Randy about having copies of his book available for sale at the luncheon and the Stanford Press has agreed to set up a table for that purpose. Lonna, organizer of the luncheon, will contact Stanford Press to coordinate arrangements.
- B. **Holiday Celebration, Friday, Dec. 8.** Ji-Mei will send out "save the date" notes to the provost and the deans early this month. She has also added Michael Kimbarow, interim AVP for Faculty Affairs to the list. Nancie volunteered to arrange the purchase and delivery of the wine for the event, a task done by Adnan for some years. Although it's uncertain how many deans will attend, Lonna assured the group that there would be enough food ordered, but anyone who wants a sampling of the ever-popular coconut shrimp should come early.

C. **Guest Speaker on Faculty Biographies.** Emily Chan, Interim Associate Dean for Research and Scholarship at the King Library will provide an overview of the SJSU institutional repository, Scholar Works, and discuss incorporating the biographies into the repository at the Nov. 6 meeting of the Executive Board, which will be held at the **Cultural Heritage Center on the 5<sup>th</sup> floor of the King Library**. Celia will inquire about the logistics of ensuring that the board will have the necessary coffee at the meeting.

**5. Guest Discusses Faculty Retirement.** Amy Strage, AVP for Faculty Development and Director of the Center for Faculty Development, gave a briefing to the board about how ERFA and the Center should work together to explore the process of faculty retiring from SJSU. She cited studies from the CSU Chancellor's office about how faculty FERP provides insights to future applicants. In general, the research indicated several trends: 1) regular faculty completed the full term of FERP (5 years) more often than retiring administrators, 2) male faculty members completed more years of FERP than female faculty who tended to leave the program after several years, and 3) it made no difference in terms of completing the FERP program whether faculty taught half-time for Fall/Spring semesters or taught full-time for one semester.

Amy has also collaborated with other faculty development personnel at other campuses about programs for transitioning to retirement. One finding was that personnel on campuses know about programs in their own division but was not particularly aware of campus-wide programs so there is a real need to "connect-all-the-dots" of retirement planning on a campus. Another finding from an all-day seminar that she attended found that many faculty are hesitant to retire because they don't know what to do with "all their stuff" that has accumulated in their offices over the years. This is not about just cleaning out an office but how to preserve their life's research and creative projects, which raises the issue of how to preserve this in some kind of digital format that could be archived. Dennis and Jo Bell suggested that perhaps SJSU-ERFA and the Center for Faculty Development should conduct a survey of its members to find out how they are spending their time in retirement and what kinds of interests they have that ERFA might be able to implement or accommodate.

## 6. Action Items

A. **SJSU-ERFA Recruitment Brochure.** Dennis reported that the cost of producing a full-color, 3-fold brochure (8.5x11 coated paper) would be \$225, and that the set-up, sizing of photos, selection of fonts could be up to an additional \$200 although he estimated that it would be probably be less because he would do a lot of the preliminary design. He requested a budget of \$450, which was approved by voice vote. He will work with Nancie, Wayne, and Gene to finalize copy and design.

B. **In Memory of Adnan.** Gene moved and Bob seconded that the Board make a \$250 donation to ERFA's Tower Foundation account for the funding of the annual Faculty Research and Creativity Awards. The motion passed by an overwhelming majority. Jill explained that she voted "no" because she believed the amount honoring Adnan's long-term service on the Board and the CSU-ERFA should be even higher. Several Board members thought the organizations'

allocation was appropriate and that they would be supplementing this amount by making a personal donation to the Foundation in memory of Adnan.

## 7. Discussion Items

**A. Follow-up on Consolations.** The guiding principles for handling consolations outlined in the September meeting were re-affirmed. In general, Jill will continue her procedure of sending condolences to families of current and past members of SJSU-ERFA. She will also continue to ask the Board for input if she is having difficulty finding the address of a family member. As for other faculty who have retired but have not been members of ERFA, this will be handled on a case-by-case basis. As the saying goes, “let your conscience be your guide.”

**B. Donations to the Faculty Awards Program.** Abdel reported that the balance in the Faculty Awards Fund is now \$8,266.07. The total amount given by ERFA members since the beginning of the program several years ago has been more than \$24,000.

**C. Follow-up for Payroll Deductions for SJSU-ERFA membership.** Due to time constraints, this discussion to be led by Wayne was tabled until Nov. 6 meeting.

## 8. Reports

**A. Treasurer.** Abdel reported a balance of \$13,299.08. He projects that the balance at the end of the fiscal year (June) will be about \$8,000.

**B. Membership.** Wayne reported that there are now 312 paid members for the 2017-18 year. He continues to reach out to about 20-25 faculty who have not paid since 2015. He raised the problem of two members who have indicated that they don't want their spouse or home address listed in the membership directory, which requires keeping even more separate lists since the membership file and the address file for the newsletter overlap and such requests could become a major book-keeping issue in the future. The consensus of the discussion was that the issue should be revisited in the future if there is a trend for such member privacy requests.

**C. Newsletter Editor.** Gene encouraged Board members to submit articles about travel, memories, events, etc. to the newsletter. The deadline for the next issue is mid-November in order to include a reservation form for the Holiday gathering on Dec. 8<sup>th</sup>.

**D. Webmaster.** Carol reported that the website is up to date.

**E. Consolations.** Jill sent Barbara Conry a condolence about the passing of her sister. A note to was sent to Adnan and his wife, Pat, while he was on Hospice.

**F. Film group.** Don reported that the group viewed *Dolores*, that he described as “quite uplifting.”

**G. Faculty Senate.** No report; Peter, at the last minute, was unable to attend.

**H. CSU-ERFA.** Nancie will replace Joan at the CSU-ERFA meeting in Long Beach on Oct. 21. Don will also attend, and Bob is thinking about it.

**I. Archivist.** Celia had nothing to report at this time.

**j. AROHE.** Joan reported that there will be a regional meeting at UC-Berkeley on Jan 30 and she encouraged Board members to attend. The bi-annual meeting of the national group will be at Emory University Oct. 7-9.

**k. Faculty Awards.** Joan reported that the RFP for the 2017-2018 ERFA Faculty Awards will be distributed this week by Amy in the Center for Faculty Development. She has also been in contact with the Provost's office and a basic announcement is in the current Provost newsletter to be followed by a full article next month. Gene suggested that the Faculty Awards and a pitch for donations could be made in the December newsletter.

**9. Adjournment.** The meeting adjourned at 11:38.20 due to a group patiently waiting to use the room. The next meeting will be Monday, **November 6** at 10 a.m., in **MLK Library**, 5<sup>th</sup> floor, Cultural Heritage Center. Thanks to Wayne for snacks.

**Upcoming Refreshments:**

**November 6:** Carol

**December 4:** Dennis

**February 5:** Elba

**March 5:** Bill

**April 2:** Joan

**May 7:** Jo Bell

Dlw. Final 10.10.17 Approved 11.6.17