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## SJSU ERFA Board Minutes, September 9, 2019

San Jose State University, Emeritus and Retired Faculty Association

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# **SJSU ERFA Executive Board Meeting Minutes**

**Monday, September 9, 2019, Duncan Hall 249**

**Members Present:** Celia Bakke, Abdel El-Shaieb, Dolores Escobar-Hamilton, Nancie Fimble, Mary Jo Gorney-Moreno, Chris Jochim, Don Keeseey, Elba Maldonado-Colon, Susan McClory, Bill McCraw, Lucy McProud, Joan Merdinger, Lonna Smith, and Jackie Snell.

**1. Call to order.** President Chris Jochim called the meeting to order at 10:02 a.m.

**2. The Minutes** of May 6, 2019 were approved.

### **3. President's Remarks.**

*a. Another year begins for ERFA* with more new Board members than many had anticipated. We are very fortunate to have service from so many fine people.

*b. Special gratitude to those* who participated in ad hoc meetings over the summer to make a successful transition to new and wonderful people in charge of Membership and Newsletter. (Gene, Wayne, Jackie, Joan, Abdel, and Elba).

The **2019/2020** Officers and Ex-Officio Members are as follows:

#### **ERFA Officers**

President - Chris Jochim

Vice President – Tim Hegstrom

Secretary - Celia Bakke

Treasurer - Abdel El-Shaieb

Members at Large – Lucy McProud, Carmen Sigler, and Mary Jo Gorney-Moreno

Academic Senate - Susan McClory

Past President - Elba Maldonado-Colon

#### **Ex-Officio Members**

CSU-ERFA Representatives - Don Keeseey, Nancie Fimbel, and Joan Merdinger

Membership - Jackie Snell & Joan Merdinger

Newsletter - Nancie Fimbel & Don Keeseey (Editors) and Clyde Lawrence (Layout/Design)

Activities - Dolores Escobar-Hamilton, Lonna Smith, Lucy McProud

Small Group Coordinator - Marian Yoder & Don Keeseey

Program - Carmen Sigler, Barbara Conry, Bill McCraw, Mary Jo Gorney-Moreno

Consolations - Jill Cody

Archivist - Celia Bakke

Webmaster - Carol Christensen

Mary Jo Gorney-Moreno volunteered to be responsible for creating flyers.

### **4. Information Items: Upcoming Activities and Events.**

a. Welcome to new MLK Library Archivist Carli Lowe, September 12, 4:00 – 6:00 pm. The invitation was issued by Ahn Ly, Director of Development, King Library.

b. Fall Luncheon at Flames, October 11, 2019.

c. President's Reception for faculty retirees, October 22, 6:00 - 7:30pm. The reception, originally planned for July, was cancelled due to a low response rate, and rescheduled for October 22. Joan is unable to attend and asked if Jackie was available. She will check her calendar. Chris will attend as well. The reception is an important venue for recruiting new members.

d. Holiday Celebration at MLK, Friday, December 6, 1:00 – 3:00 pm.

e. CSU-ERFSA State Council will meet at SJSU on Saturday, October 5, 10:00 am – 3:00 pm in MLK 225-227. Joan noted that the Council meets twice a year, usually in Southern California. “All members of CSU-ERFSA are welcome to attend State Council meetings. Non-delegate members who plan to attend are encouraged to notify CSU-ERFSA headquarters beforehand (call 818-677-6522), so that meeting materials can be sent in advance.” - CSU-ERFSA State Council web page.

**5. Action Items:** None.

## **6. Discussion Items:**

**a. ERFA relationship with University Advancement.** Randy Balogh, Director of Planned Giving, would like to establish a relationship with ERFA and attend one of our events. The Board agreed to invite Randy to the fall luncheon, provide an introduction but not alot time for him to speak. Chris will issue the invitation. It was suggested that Abdul sit next to him.

**b. MQH 438D and ERFA files.** Elba noted that she had re-organized the office and boxed the files so that the old cabinets could be removed and a new one (donated by Elba) installed. The appropriate paperwork has been submitted, but no action has been taken. Chris and Elba will work with the Interim Dean, Pam Richardson, to expedite the process. Elba and Celia will restore to files to the new cabinet when installed. The note cards are stored in the room, and Jackie can also store membership materials. Joan reminded that Board that it is important that we use the room on a regular basis as space is at a premium on campus.

**c. General discussion (as opposed to discussions in committees) on dates, times, and venues for ERFA activities:** Lonna stated that she would welcome input. Nancie noted that downtown venues result in good attendance. A question was raised whether next year the Board should consider meeting on Fridays due to the paucity of campus parking.

**7. New Business:** None.

## **8. Reports**

**a. Treasurer.** Good news! Abdel reported that the current balance is \$13,711.19. The balance in the Scholarship account is \$24,312.76 which is adequate to provide two (2) scholarships for the next four years: 2019/2020, 2020/2021, 2021/2022, and 2022/2023 and 1 award in 2023/2024. Of course, we still need to encourage donations. Perhaps we can even fund a third meritorious candidate. Abdel thanked Don for advising him that Microsoft is offering Office 2019 Professional Suite to faculty and retired faculty at a greatly discounted price. Details are on the Microsoft website. You will need your Tower Card to identify yourself as an eligible customer.

**b. Membership.** Joan reported that she and Jackie met with Wayne in June 2019 to assume the responsibilities of Membership. Jackie is tending the database and Joan will focus on outreach.

Outreach includes all efforts to recruit new members, including creating an on-line application form - from a link on the SJSU ERFA webpage - that is now able to be filled in and returned, via email, to Jackie. Jean Shiota, in the Center for Faculty Development, was able to modify our ERFA Application form to make it much more available to applicants. For new applicants, who don't need to pay dues, all they need to do is download our form, fill it out, and send it as an attachment to Jackie. This eliminates mailing in a form.

Joan sent out 32 email invitations to recently retired faculty and FERP faculty in August 2019. The list was made up of all the invitees to the President's Reception for recent retirees which will be held on October 22, 2019. Joan has also received additional names to contact from former President Ji-mei Chang and from other Board members.

In another effort to continue to receive help from SJSU for sending out invitations to join ERFA, Joan and Chris met on August 16th with Dr. James Lee, Senior Director of Faculty Affairs, who is part of University Personnel. James has been given responsibility for Emeritus faculty and he plans to meet with staff in University Personnel who have continued to send out our welcome letter and our ERFA application to retired faculty and FERPers. James will be working on coordinating these efforts related to faculty retirees. We look forward to hearing back from him after his meetings with UP staff.

The database includes the creation of the Directory, providing mailing labels for all mailings, and working with Abdel to reconcile new members, active ongoing members and lapsed members. Jackie is converting the database to Excel. As of yesterday Jackie reported that there are 159 paid or new members. Fifteen of these are new. Ninety members haven't renewed. Jackie asked if it was acceptable to contact those who haven't renewed through email rather than snail mail. The Board approved. She mentioned there is a need to remind those who pay via ERFSA that they don't need to renew with our chapter as well. It was suggested that those who do renew twice be provided the option of donating the second amount to the scholarship fund. Jackie does not have a list of those who didn't renew in 2017/2018 so that she can send emails announcing that they will be dropped from the Directory if they don't renew. Wayne used to send letters. Jackie requested that the October Newsletter not include a flyer or announcement re renewal.

**c. Activities.** Flyers will be distributed soon for the fall luncheon at Flames. The deadline to respond is October 4. Lucy will handle the reservations. Mary Jo has agreed to contact the speaker regarding food preference and media requirements.

The Holiday Celebration is scheduled for Friday, December 6, 1:00 – 3:00 pm. Lonna will be working with Spartan Eats. She shared information about the cost of the various food options and accompanying staff. Since the Holiday Celebration is scheduled for early afternoon this year it was decided to advertize the event as a lunch buffet. Of all the options the board selected the Taco Bar for 65 attendees. (Forty-five attended last year and 90 the previous year.)

**d. Program.** The title of the speaker's presentation for the fall luncheon is: *Sneak Peek: What's Happening in Downtown San Jose*. Carmen will introduce the speaker, Kim Walesh.

**e. Newsletter Editor.** The Newsletter will be distributed early October. The editors selected a new printer, Maple Press. This printer will fold and seal the newsletter and apply the labels.

**f. Archivist.** No report.

**g. Consolations.** Chris reported for Jill that cards were sent to Mary, wife of Hans Guth and Deborah, wife of David Schwartz.

**h. ERFA Faculty Research and Creative Activity Award.** Joan reported that she is working with the Center for Faculty Development. The Committee which meets in early January should have a minimum of three members. Joan mentioned that she would be happy to chair. Elba and Mary Jo volunteered to serve with her.

**i. Biographies.** Joan was pleased to report that 98 biographies are now available on ScholarWorks. This number is partly due to the project of digitizing the entries from the 1997 monograph.

**j. Film.** Don reported that the group had seen *Brittany Runs a Marathon*. The previous month the film was *Sword of Trust*. Both films were entertaining.

**k. Academic Senate.** Susan noted that the Senate hasn't yet met. Susan is particularly interested in the Board of Trustees discussion of changing the admission standards for Freshman

from three years of math to four. Susan notes that there are not enough math instructors to meet this requirement and suggests that the three year requirement be retained but that the third year must fall in the senior year.

**I. Webmaster.** Absent. No report.

**m. CSU ERFSA.** Don reported that ERFSA initially endorsed Joseph Jelincic, one of the candidates for the CalPERS Board. Later ERFSA withdrew the endorsement over concerns about harassment complaints that surfaced during Jelincic's first term on the CalPERS Board. CSU-ERFSA now makes no endorsement in the race.

**n. AROHE.** Joan reported that AROHE is making changes. The organization is 'unbundling' membership to allow for opt-in memberships. The next conference will be held at Arizona State University in October 2020.

**9. Adjournment.** The meeting was adjourned at 11:45 am. Thanks to Joan for the snacks. The next meeting is **October 7, 10:00 am.**

Minutes submitted by Celia Bakke