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SJSU ERFA Board Minutes, October 7, 2019

San Jose State University, Emeritus and Retired Faculty Association

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SJSU ERFA Executive Board Meeting Minutes

Monday, October 7, 2019, Duncan Hall 249

Members Present: Celia Bakke, Carol Christensen, Barbara Conry, Abdel El-Shaieb, Dolores Escobar-Hamilton, Tim Hegstrom, Chris Jochim, Don Keeseey, Susan McClory, Lucy McProud, Joan Merdinger, Carmen Sigler, and Lonna Smith.

1. Call to order. President Chris Jochim called the meeting to order at 10:00 a.m.

2. The Minutes of September 9, 2019 were unanimously approved.

3. President's Remarks.

a. Chris is looking forward to Friday's fall luncheon.

b. He attended his first CSU-ERFSA meeting, October 5. On Friday evening he attended a dinner honoring campus ERFA Presidents.

4. Information Items: Upcoming Activities and Events.

a. Fall Luncheon at Flames, October 11, 2019

b. President's Reception for faculty retirees, October 22, 6:00 - 7:30pm. Jackie will attend the event with packets to encourage the retirees to join SJSU ERFA and also CSU-ERFSA.

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

5. Action Items:

a. Support of Occupational Therapy students survey project involving (1) participation in a survey as subjects and (2) submission of a letter of support to the Institutional Review Board. This request was initiated by Winifred Schultz-Krohn, Chair of Occupational Therapy on behalf of her graduate students. Chris presented the motion that the ERFA Executive Board send a letter of support to the IRB for the community transportation project of Occupational Therapy graduate students. Joan moved and Carol seconded. The motion was approved. It was noted that we would send a request for participation to the membership but not give OT access to the email list.

b. How to help Nutrition, Food Science and Packaging students with a project involving health questionnaire and face-to-face interviews on November 5. Don noted that an article requesting volunteers appears in the Fall 2019 Newsletter which resulted in a volunteer participant.

c. Identify Nomination Committee Members. The positions that will be open for the 2020 election are: Vice-President, Treasurer and one Member at Large (Carmen's position). Susan McClory agreed to continue to serve as the representative to the Academic Senate which is a one year position. Carmen nominated Chris and Tim to serve on the Committee. Celia suggested that Nancie be recruited as the third member.

6. Discussion Items:

a. MQH 438D and ERFA files. Chris noted that he visited the room and found that the old file cabinets had been removed and the new one installed. All of the files still reside in boxes. He feels that the files should be reviewed before being placed in the cabinet. Celia stated that as Archivist she would assume the responsibility, but would be happy to have Chris' and Elba's assistance.

b. List of campus leaders who receive the Newsletter and/or other notifications.

Chris reviewed a list that had been provided by Gene. It was decided that the following officers should receive mailings:

President, Chief of Staff, Academic Affairs Division administrators which includes the Provost, Deans and the Senior Vice Provost, Academic Senate Chair, Senior Director for Faculty Affairs, Vice President for University Advancement, and Vice President of Administration and Finance.

7. New Business: None.

8. Reports

a. Treasurer. Once again, Good news! Abdel reported that the current balance is \$13,690, 63. Each month Abdel thanks the manager of the coffee shop for his service, and today the manager provided the coffee at no charge.

b. Membership. Joan sent letters to 4 retirees and emails to 41 retirees in August and September inviting all of them to join SJSU ERFA and CSU ERFSA. The 45 names came from the list of invitees to the President's upcoming reception for retirees, from files kept by Wayne Savage, and from referrals made by Ji-mei and Lonna. Jackie has been receiving all of the new application forms and is entering all the information she receives into the active membership database. Joan and Jackie will confer later this year to determine the success rate of the new membership outreach efforts which began in August 2019. Joan will bring membership forms to the luncheon, and Chris will remind attendees to pay their dues and also contribute to the scholarship fund.

c. Activities. Luncheon: Lonna announced that 59 have signed up. Lucy is making the name tags and will be at the registration table. Another table will be available for Randy Balogh, Director of Planned Giving,

Holiday Celebration: Lonna is making the arrangements with Hannah from Spartan Eats for 65 attendees. It is important that the invitation states "RSVP Required" since a luncheon buffet is included this year. Carmen noted that scheduling the event for 1:00 (rather than 3:00) was in response to the results of the membership survey. Lonna will write an article for the Newsletter noting the changes. Since the service fee is not shared with the servers Lonna will ask Hannah how to provide a tip. Abdel requested that Lonna remind Spartan Eats that we don't pay tax.

d. Program. Carmen will confirm with Kim Walesh, the speaker, whether she has any needs other than a mike and podium. Chris will remind the attendees to validate their parking tickets.

e. Newsletter Editor. Don noted that the Newsletter is in the mail. He requested that at least 2 people take photos at the luncheon.

f. Archivist. Celia announced that today she was delivering several years of the Membership Directory to Carli Lowe in Special Collections.

g. Consolations. Chris reported for Jill that no consolation cards were sent.

h. ERFA Faculty Research and Creative Activity Award. Joan reported that the announcement has been distributed. Also the announcement will appear in the Provost's Newsletter.

i. Biographies. Joan was pleased to report that 132 biographies are now available on ScholarWorks. The Biography Committee is meeting today with Emily Chan, Associate Dean, University Library, to discuss how we can assist in expediting the process.

j. Film. Don reported that the group had seen *Judy*. The acting was impressive, but the film was a bit depressing. Contact Don if you are interested in joining the Film Group.

k. Academic Senate. Susan reported that the event center has been renamed the Provident Credit Union Event Center. This is a result of an 8.1 million dollar, 20 year partnership. The monies will be used for the upkeep of the Center. A Doctorate in Occupational Therapy has been approved. Campus enrollment is down for international students. SJSU's total enrollment is increasing each year while nationwide first time freshman enrollment has decreased for the first time.

l. Webmaster. Carol announced that she appreciates being alerted to any links, etc. on the website that need correction. The fall Newsletter will be online soon. New members are opting to join the email list.

m. CSU ERFSA. The organization is experiencing a decline in membership which affects its finances. The Executive Committee is meeting via Zoom to save money and to preserve the two in-person meetings per year for the campus representatives. CSU ERFSA would like the campuses to be more active in recruiting members.

n. AROHE. No report.

9. Adjournment. The meeting was adjourned at 11:29 am. Thanks to Chris for the snacks. The next meeting is **November 4, 10:00 am.**

Snack Schedule:

November 4 – Carmen

February 3 – Susan

March 2 – Barbara

April 6 – Celia

May 4 - Delores

Minutes submitted by Celia Bakke