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SJSU ERFA Board Minutes, April 6, 2020

San Jose State University, Emeritus and Retired Faculty Association

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SJSU ERFA Executive Board Meeting Minutes

Monday, April 6, 2020, 10:00 am via Zoom

Members Present: Celia Bakke, Carol Christensen, Barbara Conry, Abdel El-Shaieb, Dolores Escobar-Hamilton, Nancie Fimbel, Mary Jo Gorney-Moreno, Tim Hegstrom, Chris Jochim, Don Keeseey, Elba Maldonado-Colon, Susan McClory, Bill McCraw, Lucy McProud, Joan Merdinger, Carmen Sigler, Lonna Smith and Jackie Snell.

Many thanks to Chris for arranging our meeting via Zoom due to the “stay at home” mandate by County and State officials in response to the COVID-19. Those who were present enjoyed having the opportunity to see and chat with each other.

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

2. The Minutes of March 4, 2020 were approved with 2 abstentions.

3. President’s Remarks.

Chris noted that this Zoom meeting typifies the current state of affairs at SJSU, where most meetings and classes are employing Zoom. We should be thankful that we can carry out our duties in this manner, and we should show gratitude and support for those doing their jobs at far greater risk for the sake of others.

4. Information Items: Cancellation / Postponement of Activities and Events.

- a. ERFA Spring Excursion and Spring Luncheon/Meeting
- b. President’s Reception for Retired Faculty
- c. Commencement Ceremonies

The ERFA spring excursion and spring luncheon as well as the SJSU President’s reception for retiring faculty have been cancelled. Commencement has been postponed.

5. Action Items:

a. Election of Officers. Chris stated that the election of officers for 2020/2021 needs to be changed since the Spring Luncheon / Meeting has been cancelled. Numerous ideas were discussed as well as whether they adhered to the Bylaws. The suggestions included (1) inserting the ballot in the May Newsletter, asking the members to vote on the slate with a Yea or Nay and returning the ballot by mail; (2) scheduling a Zoom membership meeting to vote on the slate; (3) sending an email with ballot attachment to be returned; (4) suspending the election until the Fall Luncheon; (5) publishing the slate in the Newsletter as fait accompli noting that based on the current exigencies the rules are suspended and any objection should be submitted in writing. Tim moved that the slate be published in the Spring Newsletter and that the slate will be considered elected unless there is an objection from the membership. If there is an objection, a vote will be scheduled for the Fall Meeting. Nancie seconded the motion. A friendly amendment noted that any member objecting should send a letter to the Chair of the Nominations Committee stating the objections. The motion was approved unanimously. The announcement will appear in the Spring Newsletter.

b. Time for use of funds for ERFA RSCA Award use needs to be extended. Abdel brought up the issue of extending the use of award funds due to the impact of the COVID-19. Joan mentioned there were two groups to take in consideration: the 2018/2019 awardees who should have expended their funds by February / March 2020 and this year’s awardees. Elba suggested that a letter be sent to these awardees announcing an extension of the deadlines. Carmen recommended that the letter state that we would entertain an extension upon receiving a written request. Also Carmen noted that our awards may become more significant in the coming years due to the possibility of financial restraints on all the campuses. It was noted that some

awardees may need to change / revise their projects, Nancy suggested that the letter emphasize that it is important for the awardees to keep us aware of any changes. Chris noted that we would need to coordinate with Deanna Fassett, Center for Faculty Development. Chris will write the letter incorporating the suggestions and send it to the last year's and this year's recipients.

6. Discussion Items:

What changes should we anticipate in those serving in Ex-Officio positions? If necessary, the new President needs to appoint new people, with Board consultation.

Dolores confirmed that she will be retiring from the Board and the Activities Committee. Lonna volunteered to serve as Chair with Dolores' resignation. At the March meeting Elba had volunteered to assume responsibility for the Spring Luncheon. Chris mentioned that he would contact Beth Von Till to discuss her role on the Board. It was suggested that she could assist Membership. It was noted that whoever is designated must have strong Excel skills.

7. New and Continuing Business:

The Nominations Committee Update: Ballot creation. See 5.a. Election of Officers regarding the format of the election.

8. Reports

a. Treasurer. Abdel reported that the balance of the account is \$9318.67. It is lower due to the payment for the last newsletter and the insurance premium. The printing and preparation of the previous Newsletter was \$414 and the current one was \$520 based on increased printing costs and inserting the flyer manually. Nancie stated that in the future the distribution of the Newsletter would be via email with only a limited number being sent in the mail. The balance of the Scholarship account is \$29,066 which is the same as last month because nothing was spent in February as the campus was closed.

b. Membership. Joan mentioned that last month she reported that she had sent out 18 invitations, 16 via email, and 2 via snail mail, to recent retirees, most of whom had been identified by CSU ERFSA. It usually takes some time for people to respond to these invitations and return the form. She is hopeful that we'll have some new members from this current outreach effort. Jackie reports that current membership is 221, of these 27 are new for 2019/2020.

c. Activities.

Fall Brunch, October 16, 2020, 10:30 – 1:30, Flames. Lonna has not taken action since she reported last month. She is concerned that we cannot guarantee 50 attendees. Lonna will contact Flames after the May Board meeting to ask if they will hold the date without a deposit or attendance guarantee or to cancel the event. Some felt it was unlikely that the meeting would take place.

Holiday Event, December 4, 2020, 1:00 – 3:00. Lonna is trying to confirm that the space in the Library has been reserved.

d. Program. Carmen provided the committee report via email prior to the meeting. She mentioned that perhaps the information would be useful for planning next year's excursion and selecting a speaker for the Spring Luncheon.

1. Although the Spring Excursion has been cancelled, several committees and board members need to be recognized for their contributions and their hard work
 - Bill McCraw for his tireless work making and cancelling tour and lunch reservations
 - Mary Jo for the preparation of the flyers
 - Nancie and Don for their work on the Newsletter highlighting the excursion
 - Elba for volunteering to take the reservations
 - Abdel for negotiating a credit from the bus company
 - Carol for effectively and tactfully communicating with the membership

2. Ranking of speakers for May Luncheon:
 1. Craig Clements or Alison Bridger
 2. Charlie Faas
 3. Gordon Douglas
 4. Romey Sabalius

e. Newsletter Editor. The spring edition of the newsletter will be issued late May or early June. Since there is less news than usual the newsletter will be a single fold of four pages. The **deadline for news is the 2nd week of May**. It was suggested that the Board Zoom meeting could be the basis of an article.

f. Archivist. No report.

g. Consolations. Jill was not able to join the meeting. She sent a consolation note to Shirley George regarding William's passing. Jill will be resigning from the Board, and it was suggested that we could recruit for this position in the newsletter.

h. ERFA Faculty Research and Creative Activity Award. Dr. Maciejewski, one of our 2019-2020 awardees, submitted his IRB approval for human subjects. His ERFA Research & Creative Activity Award letter was revised to indicate that he could now access his award. Since the 2020 awardees will not be able to speak at the Spring Luncheon it was suggested that each prepare a short video on their research project which would be posted on the ERFA website. Due to the existence of varying video formats, a YouTube video would be more appropriate with a link on the ERFA website. Elba suggested that Joan invite the previous awardees to participate.

i. Biographies. Joan reported that over the last two months, members of the Biographies Committee have been reaching out to ERFA members who have not yet submitted their biographical materials to ERFA ScholarWorks. This current effort includes current and former Board members, members in the ERFA Directory, new members to ERFA as of summer 2019, and all prospective members of ERFA that have been identified by CSU ERFSA. She noted that we now have 283 Biographies posted in ERFA ScholarWorks, and the Biographies Committee urges all those who have not yet taken advantage of this membership benefit, to do so. Joan mentioned that the Biographies Committee would like to make another appeal for ERFA members to get their biographies in ScholarWorks via an article for the newsletter.

j. Film. The movie theatres are dark. Don reported that last month's film, *Portrait of a Lady on Fire*, is now available on Hulu.

k. Academic Senate. Susan provided her report via email prior to the meeting.

1. Occupational Therapy Doctorate:
 - The current master's degree requires 72 units.
 - The profession is looking at going to an entry level doctorate.
 - Currently, that is only offered by private institutions.
 - The UC system is not interested in offering one.
 - The legislature passed and the governor signed a bill for the CSU to offer the doctorate.
 - The doctorate is being developed and would be offered in addition to our master's program.
2. COVID-19 Response – online courses only:
 - Faculty have the option to exclude their spring 2020 SOTEs.
 - Allowing more options for Credit/No Credit Grading.
 - No GPA disqualifications; instead, students would be on continued probation.

I. Webmaster. Carol stated that the website is up-to-date.

m. CSU ERFSA. The meeting scheduled for April 18th at Cal Poly Pomona has been cancelled due to the "shelter-in-place" directive.

n. AROHE. Joan reported that beginning with the next renewal cycle in July 2020, AROHE will be changing the number of "bundled members" from 8 to unlimited. This means that any of our ERFA members who are interested in receiving information from AROHE can do so. AROHE is also offering a greater number of webinars on topics of interest to retirement organizations in higher education. All members of AROHE are welcome to sign up for the webinars, and attend them via Zoom. It was suggested that Joan provide this information in a Newsletter article.

Chris mentioned that CFA and the CSU are working closely to offer classes in different modalities. The President announced that the Chancellor's Office has asked all CSU campuses to impose a marked slowdown in our hiring practices, effective immediately. The Chancellor's Office has expanded the paid leave program for those eligible employees unable to work due to COVID-19-related reasons.

Dolores emphasized that when the rhythm of activities is interrupted, it is necessary to engage the members in some way so they continue to feel connected.

Joan recommended that a Board meeting be scheduled in the summer to retain continuity.

9. Adjournment. The meeting was adjourned at 11:38 am. The next meeting is **May 6, 2020, 10:00 am, via Zoom**

Minutes submitted by Celia Bakke