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SJSU ERFA Board Minutes, April 4, 2016

San Jose State University, Emeritus and Retired Faculty Association

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SJSU ERFA Executive Board Meeting

Monday, April 4, 2016, Duncan Hall 249

Members Present: Celia Bakke, Gene Bernardini, Peter Buzanski, Jill Cody, Barbara Conry, Adnan Daoud, Dolores Escobar-Hamilton, Abdel El-Shaieb, Don Keeseey, Bill McCraw, Joan Merdinger, Wayne Savage, Jo Bell Whitlatch, and Bob Wilson.

1. Call to order. President Jo Bell called the meeting to order at 10:00 a.m.

2. The Minutes of March 7 were approved with two corrections: Under **10. Action Items. A. Recommendations for Award of Faculty Research/Creativity Awards** Joan noted that the Tower Foundation takes a “cut” of \$125 not \$175, and under **11. Reports e. Consolations** Jill stated that she had sent condolences to Mary Bowman and also to Irma Wagner in acknowledgment of her sister’s passing and that she was going to send condolences to Gail Fullerton’s husband, the family of Leonard Espinosa and Dick Ellefsen.

3. President’s Remarks. Jo stated that Board response was positive to her email of March 15th asking if Board members supported or objected to allocating \$2625 to each award beginning with this year. Bob requested a formal motion so Don moved that faculty awardees receive \$2500 each and that the Board cover administrative costs. Joan seconded and the motion passed unanimously.

4. Spring Excursion Review. Jo reported for Carmen that 25 registered for the event and 21 attended. The Computer History Museum only charged for those in attendance so Carmen questioned whether ERFA should provide refunds to the “no shows”. Board members stated that the policy was not to provide refunds for any event and that this statement should appear on every flyer. All the Board members who attended were very enthusiastic about the excursion.

5. Membership – Future Meeting with Faculty Affairs. Wayne and Joan will meet with Elna Green on Wednesday to address how to recruit lecturers, who are PERS annuitants, upon their retirement. Jo reported that when she and a delegation from the Board met with the Interim President and Provost, the Provost agreed to work with Faculty Affairs to automatically send a letter about ERFA membership to faculty members at the initiation of the FERP process not the end. Joan mentioned that there are many details to address, e.g. Will the same letter be used for all groups? Joan volunteered to contact the CSU ERFA Executive Director to determine what is happening at the system level to obtain names of all faculty retirees. Joan also designated Wayne a “positive requisite actor” for his active recruitment of members over many years.

6. Report of the Nominating Committee. Nancie recruited Jackie Snell (School of Business) to serve on the Activities Committee and handle the reservations for all events. Jo is still in the process of contacting individuals for the VP position. Recruiting new members for the Board can be challenging. Suggestions from the Board included: ask someone who has already served, recruit members to serve in a minor role at an event to pique their interest in the organization, consider Members-at-Large potential VP material, and recruit from recent retirees. Jo felt that the process should begin a month earlier as individuals are often difficult to contact.

7. Spring Luncheon/Business Meeting. Dolores provided a list of meal options in advance of the meeting and the Board voted on the menu. Gene will distribute the flyer by mid-April. Abdel moved that the price be set at \$30 to help defray the cost of the guests and also to be consistent with the cost for Michael’s. Don seconded and the motion passed with one “no” vote.

8. Tower Foundation Relationship. Jo delayed this discussion until the May meeting when both Nancie and Joan are present and can share their observations and recommendations.

9. Action Items

a. SJSU/ERFA Archival Policy. Celia presented the policy, and after a brief discussion Bob moved that the policy be approved; Peter seconded. The motion was unanimously approved.

b. Procedure Manual for ERFA committees. Jo noted that a manual would be extremely helpful as currently new Board members need to search the minutes for information and/or rely on the experience / institutional memory of the seasoned members. She then requested Board approval. Dolores moved, Joan seconded and the motion was approved unanimously. The Manual will be available online and prepared in sections as the need arises. First sections to be prepared will be Orientation (Jill); Faculty Awards (Joan) and Archival Policy (Celia).

c. Representative from Facilities for an Update on Campus Construction. Peter phoned the Interim AVP and two Directors expressing the Board's interest in having a representative provide an update on campus construction and renovation projects. So far, there has been no response. Peter reported that Campus Village #2 is on schedule for fall occupancy and that the Student Union is just about completed. The Board encouraged Peter to keep trying to make contact with FD&O.

d. Appreciation Gift for the Biology Department. Jo reported for Lonna identifying the various options she had proposed for a food gift basket. After some discussion Don moved (Gene seconded) that the Board "leave it to Lonna" without the inclusion of alcohol. Wayne immediately arranged for the Department Chair to appear at the May meeting at 11:00 am time certain to receive the gift. Jill asked for suggestions on content to include in the card.

e. Friday, October 14 Date for Fall Luncheon at Michael's, Shoreline. Peter moved, Abdel seconded and the Board approved.

10. Reports

a. Treasurer. Abdel reported that the current balance is \$9,269.82, total donations are \$4,690 and that the expected balance by the end of June will be at least \$7,000 and perhaps more with the potential for three faculty awards.

b. Membership. Wayne reported one new member, Sharon Wall (Nursing), and that the total membership now stood at 287.

c. Newsletter Editor. Gene reported that ERFA News will be mailed in mid-May after the luncheon. It will include the membership flyer and a request for donations. A discussion ensued on donation strategies. Jill suggested a fall campaign. Others noted that the spring luncheon provides the President the opportunity to solicit donations in conjunction with the faculty awards. Jo will place Fund Raising Strategy on the agenda for May.

d. Webmaster. Carol is travelling in Costa Rica but reported to Jo that the website was up to date.

e. Consolations. See above corrections to the May 7 minutes.

f. Small groups. Don reported that a group of 8 had viewed "Marguerite", a French film, and that Catherine Frot in the title role was excellent.

g. Faculty Senate. Peter shared information from the annual Athletics Board Report. According to the NCAA, each athlete must maintain a score of 930 and the score for SJSU athletes is above this number. Peter also reported that the CSU had a net gain of 196 professors in the past year, but this gain was offset by the CSU hiring even more lecturers. The Senate passed a resolution congratulating Gus Lease for his 65 years of service to SJSU. Also Peter noted that a list of policies that were passed can be found on the Senate website. At this afternoon's Senate meeting a report on the Campus Climate Survey will be discussed. The report identifies the need for SJSU to move forward to a more inclusive community.

h. CSU-ERFA. The State Council Meeting is scheduled for Saturday, April 23rd, 2016 at SJSU. Joan will distribute the time, location and agenda to the Executive Board. All are welcome to attend. There will be a full report at the May meeting.

i. Archivist. No report.

11. New Business

Jill asked whether there was an event on campus for the ERFA faculty awardees to present their projects. Joan noted that the Center for Faculty Development informs prospective faculty of the award and the Center also has it listed on their website. The Center provides a great deal of support for the award process so Joan invites Amy and Gina as her guests to the spring luncheon. Jo suggested that the awardees could provide video reports of their projects and Celia suggested that the awardees' abstracts be posted on the ERFA website.

12. Adjournment. The meeting was adjourned at 11:52 am. Thanks to Wayne for snacks.

Upcoming Refreshments:

May 2: Gene

Minutes submitted by Celia Bakke