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## SJSU ERFA Board Minutes December 7, 2020

San Jose State University, Emeritus and Retired Faculty Association

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## **SJSU ERFA Executive Board Meeting Minutes**

**Monday, December 7, 2020, 10:00 am via Zoom**

**Members Present:** Celia Bakke, Steve Branz, Bill Campsey, Carol Christensen, Nancie Fimbel, Mary Jo Gorney-Moreno, Tim Hegstrom, Chris Jochim, Don Keeseey, Elba Maldonado-Colón, Susan McClory, Bill McCraw, Lucy McProud, Joan Merdinger, Bethany Shifflet, Carmen Sigler, Lonna Smith, Jackie Snell and Beth Von Till.

**1. Call to order.** President Tim Hegstrom called the meeting to order at 10:01 a.m.

**2. Interim Treasurer.** Nancie moved and Lucy seconded that the ERFA Executive Board appoint Bill Campsey ERFA Treasurer until the annual meeting of the association in which elections are held. The motion was approved.

**3. The Minutes** of November 2, 2020 were approved unanimously.

**4. Report and Discussion from Program Committee (Carmen Sigler)**

**a. Report on Post Election Webinar.** Carmen thanked Bill and Chris for their work on this program. The recording has been posted on YouTube. Approximately 30 attend the webinar and there have been 40 – 50 views for this program and also Dr. Garrick Percival's previous webinar.

**b. Planning for Holiday celebration by Zoom Wednesday, December 9, 4:00 PM.** Fifty-one members have registered for the celebration. Tim will welcome the attendees, and Carmen will introduce Professor Jeffrey Benson, Director of the Choraliers, who will address the challenges of leading a performance group during the pandemic and who will present several video performances by the group. There will be an opportunity for attendees to socialize in break-out rooms. Carol suggested that a reminder be sent. Carmen will resend the invitation to register, and Chris will send a reminder to the current registrants. Joan asked that Tim request donations for the Faculty Awards fund. The Newsletter article soliciting donations designates that checks be sent to Abdel. Nancie noted that it would be helpful to announce the length of the program and time available in the break-out rooms.

**c. Planning for Future Events.** Virtual reunions will continue to be scheduled, and several ideas for spring programs were mentioned.

**5. Motion: That ERFA make a donation to the SJSU Library Foundation Account (Nancie Fimbel, Joan Merdinger, Abdel El Shaieb).**

In past years the Library has been supportive of ERFA by providing a room for the holiday celebration and currently hosting the biographies project on ScholarWorks. For several years ERFA has donated funds to the Library. Carmen noted that that Jeffrey Benson and the Choraliers would great appreciate a donation as well. The Board approved a \$1000 donation to the Library and included in this motion a \$500 donation to the Choraliers. Joan volunteered to work with Ahn Ly, Director of Library Development, to determine where the check should be sent. The check for the Choraliers will be made out to the Tower Foundation and sent to Jeffrey Benson.

**6. Report: Status of 2020-21 Membership Directory (Steve Branz, Jackie Snell).**

Steve reported that he is making a few changes to enhance the format of the directory. After some discussion it was determined that FERP retirees should not be identified as Associate Members. The entries for surviving spouses will include the name and department of the deceased faculty member. Steve is retaining the names of former members in the Google Groups list to receive dues reminders, flyers, etc. as these emails may prompt them to rejoin. Those who choose to opt out of the list may use the unsubscribe option.

**7. Update: Applications for ERFA Faculty Awards (Joan Merdinger).** Five applications were received, a reduced number from previous years, and Deanna Fassett, CFD Director, thought that five were an adequate number for this year. Joan will convene the committee (Joan, Steve and Carol) which will review the applications and make recommendations. The committee has the option to grant or not grant awards based on the quality of the proposals. Carmen mentioned that this year the campus made a significant investment in RSCA funds so it may be more important to fund the 2021 / 2022 cycle as the university will be experiencing budget cuts. Carol questioned whether \$2500 was an adequate amount to fund the proposals. Joan responded that the individuals she had queried felt that it was. Also the Board felt that it was important to fund more applicants rather than provide a greater amount to fewer applicants. Joan noted that the Tenure track faculty were not included in the process this year, but she felt it was important to include them next year.

**8. Update: End-of-year donations to ERFA Faculty Awards (Joan Merdinger, Beth Von Till).** The current Newsletter contains an article requesting donations to the award fund.

**9. Update: Initial work of the Nomination Committee (Elba Maldonado-Colon).** Elba announced that there is a request for nominations in the Newsletter. The deadline is December 19<sup>th</sup>.

**10. Follow-up: Calls to list re. Electronic Communications (Jackie Snell, Carol Christensen).** Carol noted that those who were contacted appreciated the outreach effort. Prior to the meeting Jackie sent a report providing details of the effort. Now there are 13 individuals receiving hard copies of renewal notices.

**11. Overview Website Migration Project Correspondence for the Executive Board (Bethany Shifflet, Carol Christensen).** Bethany explained that she is handling the technical aspects of the project and Carol has been working on the content. The migration will take place in May and will change the visual look of the content.

**12. Newsletter Update (Don Keesey, Nancie Fimbel).** The Newsletter will be issued this week. Don and Nancie are working with Clyde to format the Newsletter to look like an online publication rather than a print version. Nancie noted that Clyde is very accomplished in creating the online product.

**13. Academic Senate Report (Susan McClory).** Susan sent her report via email prior to the meeting. At this afternoon's Senate meeting the Associated Students will be presenting a Sense of the Senate Resolution requesting numerous adaptations to University policy / practice due to CAOVID-19.

**14. Treasurer's Report (Abdel El Shaieb).** Abdel sent his report via email prior to the meeting. He reported that as of December 4th the balance was \$14,914.08. All bills are paid and all checks deposited. There is more than \$30,000 in the scholarship account, but more is always welcome.

The ad-hoc committee on the Treasurer's responsibilities (Nancie, Bethany and Jackie) recommended the following which will be discussed at a future board meeting.

**Recommendation 1: Add the tax responsibility to the Constitution.**

Current duties in the Constitution:

The Treasurer shall be responsible for the collection of dues and assessments, the payment of approved Association bills, and the custody of the Association's funds. He/she shall be responsible for preparing and presenting to the Executive Board an annual financial report including a proposed budget.

Recommended Addition (in caps):

The Treasurer shall be responsible for the collection of dues and assessments, the payment of approved Association bills, THE FILING OF TAX FORMS, and the custody of the Association's funds. He/she shall be responsible for preparing and presenting to the Executive Board an annual financial report including a proposed budget.

**Recommendation 2: Clarify ERFA's relationship to SJSU.** In particular, are we officially sanctioned to have an off-campus bank account? If yes, we recommend that ERFA **apply for a credit card** so the Treasurer isn't paying bills with his/her card and reimbursing himself/herself. If not, we recommend switching to an SJSU account and using purchase orders.

**Recommendation 3: Assign someone besides the Treasurer to arrange for coffee** (if we continue to buy coffee for board meetings).

A discussion ensued regarding our options for banking. Some members were not enthusiastic about conferring once again with the Tower Foundation about an account. The advantages of an off campus account are that checks can be deposited electronically and that one can obtain a credit or debit card. It was suggested that the committee also investigate banking with a credit union due to lower fees. It was recommended that Bill C. be added to the committee. Tim asked that Joan and Abdel also join the group.

**a. Who will prepare end-of-year scholarship fund appeal?** There is an article in the current Newsletter.

**b. Who will receive and deposit checks?** Checks will be sent to Abdel who will arrange to transfer them to Bill.

## **15. Other Reports from Executive Board Members, as Needed.**

**a. Archivist.** No report.

**b. Biographies/Scholarworks.** Joan reported that 334 biographies are available via ScholarWorks. She will send a reminder and form to Board members.

**c. Film.** Don reported that the November movie was *The Mangrove Nine*. It was an interesting parallel to the previous film, *The Trial of the Chicago 7*.

**d. AROHE.** Joan added the names of Board members who wanted to receive AROHE communications.

**e. Membership (Joan, Beth, Steve, Jackie).** Joan sent 25 invitations to join ERFA to individuals who appeared on the ERFSA list. She noted that ERFSA is working hard to increase membership. Steve has been adding these names to Google Group even if they are not members of ERFA as he is using this group list as a recruitment tool. Joan will also be using the lists of recent retirees from the colleges for outreach. She has lists from the College of Social Science and the College of Science. She requested that other Board members inquire whether their college maintains a list. Tim requested that these lists be shared with the Board.

**j. Consolation Notes.** Mary Jo noted that no deaths were reported,

Carmen suggested that the Board prepare a resolution thanking Abdel for his years of service. Tim volunteered to do so.

**13. Adjournment.** The meeting was adjourned at 11:33. The next meeting is **February 1, 2021, 10:00 am, via Zoom**

Minutes submitted by Celia Bakke