

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

**Monday, December 6, 2021, 10:00 am via Zoom**

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

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

**2. The Minutes** of November 1, 2021 were approved unanimously.

**3. Program Committee and Activities Committee (Carmen Sigler, Lonna Smith)**

Carmen reported on the Holiday Celebration program which featured the SJSU Choraliers directed by Jeffrey Benson. The Board was appreciative of the students' dedication and skill and voted unanimously to donate \$500 to the Choraliers. Jackie will notify Jeffery of the donation, and Bill C. will determine how to donate the money. Carmen noted that since our next meeting is scheduled for February, she stated that the committee needed guidance on planning the spring excursion which is usually scheduled during Spring Recess, March 28 – April 1, 2022. Jackie proposed that we meet in January. The Board agreed that January 10th was the best date. Carmen thought that January was a better time to make decisions. She also explained that if we are providing more Zoom programs the Committee needs assistance as these programs are labor intensive. Chris has been the sole provider of technical support so there is need for additional expertise in setting up Webinars. Also, the committee needs an individual with graphic skills. Lonna noted that the Spring Luncheon should be on the agenda in January.

**4. Nominations Committee (Mary Jo Gorney-Moreno).** Mary Jo announced that nominees have been identified for every open position except for a Member-at-Large, but she was not ready to announce the names. The Vice President / President Elect nominee requested to attend the Board meetings next year. The Board determined that it would be appropriate for attendance to begin in March. The Call for Nominations will appear in the Winter Newsletter.

**5. Winter Newsletter Progress (Nancie Fimbel, Don Keeseey)** Nancie announced that the today was the deadline for submitting articles. Most have been submitted. Bethany offered to send a step-by-step article on making donations online. After some discussion it was determined that it was best to only include instructions for sending checks to Mary. The Board is concerned that currently donations to the ERFA fund do not seem to be reported to Mary, Deanna or Joan. Joan will follow-up with Mary and Deanna. The Newsletter will be distributed next week or by mid-month.

**6. Ad-Hoc Photo Archive Committee (Chris Jochim)** No report.

**7. Board Responsibilities Document (Bethany Shifflett)** Bethany completed and distributed the document prior to the meeting. In the meeting she asked what to do with it. Jackie recommended posting it on the ERFA website as guidelines. It will be helpful for recruiting nominees for Board positions and beneficial to the membership for contacting Board members. Nancie stated that it will need to be kept up-to-date. Also, a date should be added to the document as well as a note stating that responsibilities are subject to change.

**8. Fall Commencement Volunteers (Jackie Snell).** Hilary Gunderson, Director of Constituent Success, Alumni & Community Engagement will send detailed instructions

**All meet at the Provident Credit Union Event Center**

<b>Bill McCraw</b>	Wed, 12-15-2021	2:00 p.m.: Charles W. Davidson College of Engineering
<b>Bill McCraw</b>	Fri, 12-17-2021	12:00 p.m: Ceremony 2 (class of 2020)
<b>Chris Jochim</b>	Tues, 12-14-2021	Tuesday, December 14, 2021 7:30 p.m.: Ceremony 4 (class of Spring 2021 or Summer 2021)
<b>Chris Jochim</b>	Wed, 12-15-2021	7:00 p.m.: Connie L. Lurie College of Education, College of Humanities and the Arts, College of Professional and Global Education
<b>Jackie Snell</b>	Tues, 12-14-2021	8:30 a.m.: Ceremony 1 (class of 2020)
<b>Jackie Snell</b>	Fri, 12-17-2021	8:30 a.m.: Ceremony 1 (class of Spring 2021 or Summer 2021)
<b>Joan Merdinger</b>	Fri, 12-17-2021	4:00 p.m.: Ceremony 3 (class of Spring 2021/Summer 2021)
<b>Lucy McProud</b>	Tues, 12-14-2021	Tuesday, December 14, 2021 12:00 p.m: Ceremony 2 (class of Spring 2021/Summer 2021)
<b>Lucy McProud</b>	Thurs, 12-16-2021	9:30 a.m.: College of Science & College of Health and Human Sciences
<b>Mary Jo Gorney-Moreno</b>	Tues, 12-14-2021	4:00 p.m.: Ceremony 3 (class of 2020)
<b>Nancie Fimbel</b>	Wed, 12-15-2021	9:30 a.m.: Lucas College and Graduate School of Business
<b>Tim Hegstrom</b>	Thurs, 12-16-2021	Thursday, December 16, 2021 2:00 p.m.: College of Social Sciences -
<b>Tim Hegstrom</b>	Fri, 12-17-2021	7:30 p.m.: Ceremony 4 (class of 2020)

**9. Other Reports from Executive Board Members, as Needed.**

**a. Treasurer (Bill)** The bank balance on December 6, 2021 was \$15,944.56. Four individuals paid dues for a total of \$96.00, and the ERFSAs rebate was \$584.74. Bill shared that he had worked with Stephen Perez, SJSU Interim President as of January 3, 2022. Bill lauded his leadership abilities and interpersonal relationship skills. He suggested that we invited Stephen to one of our programs.

**b. Archivist (Celia)** No report.

**c. Biographies/Scholarworks (Joan)** Joan will schedule a meeting of the Biographies Committee in January. Notices will be sent to new ERFA members encouraging them to participate in the project.

**d. Research and Creative Activity Awards (Joan)** Joan requested volunteers to review the applications. Lucy, Mary Jo, Beth and Nancie volunteered and will serve along with Joan. The Provost's Office sent out the announcement campus wide. The application deadline is Wednesday, December 8, 2021. Joan will convene the committee in January and should have the report and recommendations for the February meeting.

**e. Web Administrator (Bethany)** Bethany submitted her report in advance of the meeting. She shared that a content freeze went into effect November 22, 2021 and will remain for about 30 days. During this time BarkleyREI will start the process of migrating our content from our current site into the new CMS templates. No changes are to be made during the freeze since any updates will not be included in the migration.

**f. Membership (Joan, Beth, Steve)** Joan noted that the names of retirees from CSU ERFSA are all invited to join SJSU ERFA. SJSU Faculty Services sends recent retirees our welcome letter and application form. Now we need to ensure that we are included in the campus faculty retirement event hosted by the President, but this event has not been held for several years. Susan reminded the Board that Steve had sent the first notice of dues renewal in August. Now it is late in the year and Susan requested Board permission to send a notice to those who have not yet renewed. The Board approved. She stated that she needs to determine who pays their dues via ERFSA so they don't receive a reminder. Regarding the Directory, the practice has been to eliminate those individuals who didn't pay last year as well as this year. Nancie suggested that we eliminate comping first year members. Beth stated that it was better to error on the side of retaining members than excluding. This can be discussed at another meeting.

**g. Academic Senate (Chris)** Chris reported that the Senate met on November 8<sup>th</sup>. The Curriculum and Research Committee presented an amendment to S18-5 that changed the wording in reference to lecturers. The Provost announced that in spring 2022 60% of classes will be fully face-to-face and 40% will be online or hybrid. The Vice President of Student Affairs stated that SJSU has its highest enrollment at 37,009. The VP also noted that the students have done an excellent job regarding Covid compliance. Only about 100 students are out of compliance.

**h. Retired Faculty Privileges and Advocacy (Tim)** Tim met with Nancie, Bethany and Mary Jo on November 15<sup>th</sup>. An article in the newsletter will emphasize access to the IT Help Desk, software available from the Center for Faculty Development and discounts for museums, movies, etc. He will try to get on the agenda with Department Chairs to request that emeritus faculty be kept in the loop regarding department functions.

**i. AROHE (Joan)** The AROHE Board is planning for an in-person conference in October at USC. The group will continue its online presence as a means to connect with members.

**j. CSU-ERFSA (Joan, Chris, Nancie)** The group is hoping to have an in-person meeting in April. A search has been initiated for a new Executive Director. Carmen shared that David Wagner, Health Benefits Committee Chair, will not continue in this position. Typically the person in this role is from Sacramento State.

**k. Consolation Notes (Mary Jo)** No report.

**l. Film (Don)** The November movie was *Passing* which is based on a 1929 book of the same name. It tells the story of two black women who can "pass" as white but make different choices. Tim thought it was a very strong film that he highly recommends. The film for this month is *The Power of the Dog*.

## **10. New Business**

**a. Shall we have a Technology Committee? (Jackie Snell)** Nancie commented that it seemed as though a committee was needed, but Carmen felt that a committee was not needed per se, only a need to augment the Program Committee. It was suggested that Members-at-Large be targeted for specific skills. It was also suggested that individuals could be invited to serve on a committee without being elected to the Board. Several individuals were mentioned as providing the necessary skills.

**b. Should ERFA have a Youtube channel (Chris Jochim)** Chris reported that it is possible to have a branded channel, but it still requires one individual to submit the content via the individual's Google account. Jackie stated that we can address this topic in January or February

**11. Next Meeting Date: January 10, 2022, 10:00 am via Zoom.** The meeting was adjourned at 11:42 am.

Minutes submitted by Celia Bakke