

# **SJSU ERFA Executive Board Meeting Minutes**

**Monday, October 4, 2021, 10:00 am via Zoom**

**Members Present:** Celia Bakke, Bill Campsey, Nancie Fimbel, Mary Jo Gorney-Moreno, Tim Hegstrom, Chris Jochim, Elba Maldonado-Colón, 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 10:00 a.m.

**2. The Minutes** of September 13, 2021 were approved unanimously.

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

**Virtual Reunion.** On September 9<sup>th</sup> the School of Nursing held a virtual reunion with 11 participants. The next reunion is scheduled for January 2022.

**SJ History Park.** The Director Bill Schroh will provide a welcome introduction. Afterwards small-group guided tours will be offered for the Santa Anna School (Docent: Elba), the Chinese American Museum (Docent: Chris) and the Markham House (Docent: Dennis Noren, Poetry Center San Jose). Carmen stated that additional escorts were needed to guide the groups from facility to facility making sure that they follow the rotation schedule. Bill, Nancie, Jackie and Beth will be serving as the escorts. A catered lunch will be served at 12:00 pm at a cost of \$20. All registered guests have been sent a confirmation email with parking information and a reminder that since the History Park is a City of San José facility all participants are required to provide proof of vaccination. Nancie reminded Board attendees to take photos for the newsletter.

**Fall General Meeting.** The meeting date is Friday, November 5, 2021 with Provost del Casino as speaker. Carmen asked the Board for several decisions. Webinar was the preferred format, and the start time was set at 11:30 am if that works with the Provost's schedule. Carmen will confirm if the Provost is available for a Q & A session. Lonna volunteered to screen the questions. The Program Committee will prepare a flyer / invitation and send it to the membership, and Chris will set up the Webinar.

**Holiday Celebration.** In advance of the meeting Lonna sent a detailed document listing location, food and cost options for an in-person event. After considerable discussion the Board decided it was best to not yet meet in-person and to plan a Zoom program. Beth mentioned that the Choraliers Zoom program last year was a wonderful event so Carmen will try to reschedule the Choraliers. Joan suggested that an in-person event in the spring might be possible.

**4. Rules for posting to membership (Susan McClory)** The Membership Committee discussed two items of concern. Susan would like to separate out from the email list those individuals who are not currently members in order to limit postings to members only. Secondly, any replies to a message should go just to the sender, not the entire group. Bethany noted that right now there is no way of separating out non-members, but she acknowledged that we can absolutely have the replies directed to the sender only. This change will be made right away. Joan stated that the committee will continue the discussion re the email lists and return with recommendations. Tim suggested that an article addressing email protocols appear in the newsletter. He agreed to write the article in consultation with Nancie.

**5. Solicit Volunteers to Serve on the Nomination Committee (Mary Jo Gorney-Moreno)** The committee will identify those whose term is expiring, who wants to continue in the position and recruit candidates for vacant positions. Lucy, Joan, and Beth volunteered to serve. The committee will meet via Zoom in November.

**6. Solicit Volunteers to Set Up Online Dues Payment. (Bethany Shifflett)** Bethany stated that this is an informational item at this time. The PayPal option can be implemented when Bill has more time and when there is more interest from the membership. Joan felt that it was not needed until July 2022. The general consensus of the Board was there is no rush to implement this option.

**7. Fall Newsletter Progress (Nancie Fimbel, Don Keeseey)** Nancie announced that the deadline is October 8th for articles for the newsletter which will be distributed by October 15<sup>th</sup>. Mary Jo is working with Tim on an article about how to obtain a new Tower card and also submit proof of vaccination.

**8. Ad Hoc Committee Meeting June 26th Report (Joan Merdinger)** Joan noted that the report had been presented at the September meeting.

**9. Ad-Hoc Photo Archive Committee (Chris Jochim)** No report. Chris will visit the Archive soon.

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

**a. Treasurer (Bill)** The bank balance on October 4, 2021 was \$15,139.92. Eighty-nine membership dues for 2021-2022 have been received since Steve sent out the notification on July 30, 2021.

**b. Archivist (Celia, Bethany)** The revised Constitution and Bylaws have been posted to ScholarWorks. Celia inquired whether the Board thought that position descriptions should also be posted to ScholarWorks. Although there is a very brief description of the Board positions in the Bylaws, Bethany stated that it was important to describe the responsibilities of each position. She has obtained information from Joan and Carmen and created a draft document of responsibilities which she will share with the Board. Mary Jo thought that it would be useful to have the information on the ERFA website for recruiting candidates for Board positions. The Board agreed. Celia also suggested that it would be a good idea to have a future discussion about the types of materials we want posted to ScholarWorks, the ERFA website and the shared server. We have an archival policy but not guidelines. Jackie asked Celia to develop recommendations.

**c. Biographies/Scholarworks (Joan)** The number of biographies on ScholarWorks is still 350. As new members join ERFA she hopes this number will increase and she encourages Board members to submit theirs.

**d. Research and Creative Activity Awards (Joan)** Joan has been working with Angelica Camino to get the webpage and forms ready. Deanna Faccett should be sending the announcement out this week. The deadline to submit applications is December 8<sup>th</sup>.

**e. Web Administrator (Bethany)** The migration is progressing and the site audit has been completed. Bethany received a report identifying issues that need to be addressed but that doesn't need to happen right now. Bethany completed a long, detailed survey about what we need to keep or discard. Ultimately there will be recommendations and if there is anything that changes the structure, Bethany will report that to the Board.

**f. Membership (Joan, Beth, Susan)** The committee is working on how people join and plans to work on a live application form, accessible from the ERFA webpage. The application form and welcome outreach letter have been revised. Joan and Jackie met with James Lee in Faculty Services last week. This office assists with our membership by running a report of all recent retirees and sending them our welcome letter and application form. James Lee has been most helpful; this office has been assisting us for the past 10 years.

**g. Academic Senate (Chris)** Chris attended his first meeting; there were no legislative events. Following President Papazian's report there were many questions re the Covid ID, student masks, and the sexual abuse scandal. Ron Rogers, Interim Provost for Academic Innovation and Online Initiatives, also presented a report. He noted that SJSU needs to better serve the adult population by providing access to online degree programs. Chris has provided more details of these reports in his article for the upcoming newsletter.

**h. Retired Faculty Privileges and Advocacy (Tim)** Nancie, Bethany and Tim met to set priorities with assistance from Steve, Mary Jo and Joan. Nancie has established an Did You Know column in the newsletter. The first priority is the topic of emeritus status, particularly for lecturers, the second is the new ID card, and the third priority is the Covid vetting process. The group will convey that tech help is available from the Center for Faculty Development. Deanna Fassett noted that faculty have access to institutional courses, and she is preparing a list of these.

**i. AROHE (Joan)** The virtual conference is scheduled for October 12-14, 2021.

**j. CSU-ERFSA (Joan, Chris, Nancie)** The State Council will meet on October 20, 2021 via Zoom.

**k. Consolation Notes (Mary Jo)** Mary Male of the College of Education died, and Mary Jo stated that she needs an address in order to send a note to her husband as Mary was not a member of ERFA.

**l. Film (Don)** No report.

**m. When to Start In-person Meetings** The consensus was to continue meeting via Zoom.

**11. Next Meeting Date: November 1, 2021, 10:00 am via Zoom.** The meeting was adjourned at 11:33 am.

Minutes submitted by Celia Bakke