

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

**Monday, March 7, 2022, 10:00 am via Zoom**

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

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

**2. The Minutes** of February 7, 2022 were approved unanimously.

**3. Archive & Communications Policy (Bethany & Celia)** Bethany introduced the Communication Guidelines, providing background information. After discussion and comments, including a comment that the Guidelines have not been applied consistently, the Board members approved the guidelines and agreed that the document can be posted on the website. Jackie agreed to send an email to the membership about the Guidelines.

Bethany and Celia spoke to the revised Archival Policy. Susan and others noted that it was not clear that the materials in Special Collections are not available online although the Finding Aid is accessible online. The updated policy will be submitted to the Board for approval at the April meeting.

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

Carmen reported that two virtual events have been scheduled. On April 20<sup>th</sup> at 11:30 Terry Christiansen will provide a presentation on local politics. The Annual Business Meeting is scheduled for May 13 at 11:30. The featured speaker is Interim President Perez. The meeting will also include the election of officers for 2022/2023 and presentations by the Faculty Award recipients. Lonna announced that the committee needed help in creating a flyer for the meeting.

**5. Research and Creative Activity Awards (Joan, Mary Jo, Lucy, Beth, Nancie)**

Joan reminded us that the Board approved two awardees at the February meeting. Jackie informed both by phone, and both were delighted.

**6. Ad hoc Photo Archive Committee (Chris).** Chris contacted Gene Bernardini, former newsletter editor, to ask whether he had any photos for the ERFA archives. Gene sent these to Chris. Chris and the committee now need to identify members and events, when possible, in these photos and also those in albums in the ERFA Office.

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

**a. Treasurer (Bill).** Jackie shared the report provided by Bill who was not able to attend. The bank balance as of March 6 was \$15,415.82. She thanked Bethany for setting up PalPay. Jackie also shared the report from Mary Calagari regarding the Awards account. The balance as of December 31, 2021 was \$35,466.26. Joan made an online contribution as a trial but doesn't know whether Mary received the information from the Tower Foundation. Joan knows that the Center for Faculty Development is receiving the names from the foundation. Jackie noted that the discussion on increasing the amount of the awards could be postponed to another meeting. In response to an inquiry whether tax documents had been prepared / filed, Jackie stated that she would ask Bill about the status.

**b. Newsletter (Don, Nancie)** Nancie stated that the newsletter should be distributed next week. She asked about the content of Interim President Perez's presentation, and Carmen replied that he had been asked to provide an update on the campus and plans for the future. The

next newsletter will appear in June. An article announcing that PayPal is available for paying dues will appear in the issue.

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

**d. Biographies/Scholarworks (Joan)** The total number of biographies to date is 355. The committee plans to reach out to new members.

**e. Web Administrator (Bethany)** Bethany distributed her report in advance of the meeting. She updated the donate tab and title heading at the top of the page on the ERFA website to reflect that donations support the Faculty Award. She updated the board responsibilities document to reflect that the Membership Committee arranges for the printing and mailing of the annual directory and also updated the Biographies page. Bethany completed setting up the PayPal account and made appropriate updates to reflect the option to pay dues with PayPal. This option will become available within a few months. She contacted University Personnel to alert them that links from their site to ours will likely need updating now that migration complete.

**f. Membership (Joan, Beth, Susan)** Susan devoted her efforts to creating the directory and sending it to Maple Press. Bill's Treasurer's report stated that \$613.65 was paid to the press for the printing and mail preparation of the directory. She noted that individuals have the options of filling out a virtual membership application form which will be sent to Susan. Bethany will be notified of PayPal payments, and Bill will receive a statement.

**g. Academic Senate (Chris)** Chris provided a detailed report on the February Senate meeting. A few of the highlights are:

A new Collective Bargaining Agreement was ratified by the Board of Trustees and the members of CFA.

Senate Vice Chair Karthika Sasikumar is serving as Chair for the Spring semester as Alison McKee has taken a leave of absence. Since Chair McKee was unable to serve her full term, the Senators voted to re-elect her for one more year (2022-2023).

Interim President Stephen Perez was in attendance for his first meeting. He was asked about his plans to address events related to sexual abuse in Athletics in past years.

The Senators approved new guidelines for establishing and managing campus centers and institutes with a new policy.

Faculty Trustee Romey Sabalius (SJSU) reported that standardized examinations for admission to the CSU have been discontinued. Trustee Sabalius has been selected as a member of the search committee for the permanent president at SJSU. The Trustees received news of the funding proposed by the Governor for the CSU in his January 2022 budget.

Carmen suggested that we send a "get well" note to Susan Martin which Mary Jo agreed to do.

**h. Retired Faculty Privileges and Advocacy (Tim, Mary Jo, Nancie, Bethany)** The group met on February 18 to discuss three recommendations: access to MLK Library resources, bookstore discounts, and use of the swim and fitness center. Tim tried to contact the center to verify if retired faculty have the same privileges as current faculty but received no response. Therefore, the first two topics were written up for the newsletter.

**i. AROHE (Joan)** Joan reported that a one-day virtual conference is scheduled for October.

**j. CSU-ERFSA (Joan, Chris, Nancie)** The next meeting is scheduled for April 26 via Zoom.

**k. Consolation Notes (Mary Jo)** Mina Garmen's name will appear in the In Memoriam column.

**I. Film (Don)** Don reported that the group met in person to view five animated, Oscar nominated films. The group was not enthusiastic about these and would not recommend them.

**9. Next Meeting Date: April 4, 2022, 10:00 am via Zoom.** The meeting was adjourned at 11:26 am.

Minutes submitted by Celia Bakke