

SJSU ERFA Executive Board Meeting Minutes

Monday, September 12, 2022, 10:00 am via Zoom

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

1. Call to order. President Mary Jo Gorney-Moreno called the meeting to order at 10:02 a.m.

2. The Minutes of the Annual Business Meeting of July 11, 2022 Executive Board Meeting were approved as corrected.

3. Program Committee and Activities Committee (Carmen Sigler – Program Chair, Lonna Smith – Activities Chair) Carmen was sorry to report that the Committee decided not to go ahead with the October 7th visit to Hakone Gardens: The reason for this decision was that despite numerous attempts dating back to June 20th, we were not able to secure a reservation. Last Tuesday, we received a message stating that they had difficulty finding enough volunteers for hosting a large group on October 7th and suggested that they might look into finding volunteers for either October 6th or October 10th . Considering that neither of the dates were sure and that we were running out of time to plan the event, we decided to cancel the request for reservation.

We are still planning on holding a virtual meeting in early November focused on an analysis of the election results. We are exploring Larry Gerston's availability. If he is not available, we can contact Garreck Percival. Beth moved and Jackie seconded to schedule the election program which was unanimously approved by the Board.

Lonna has reserved the large meeting room in the Library for the Holiday Celebration scheduled for December 2, 2022. Currently, food service is not allowed in the Library, and Lonna has no idea when the ban will be lifted, perhaps when the facemask mandate is lifted. Lonna was also able to reserve the same day for a brunch at Flames without providing a deposit.

NOTE: Lonna provided a post meeting report: She received an email informing her that we are now able to serve food in the library room! What's more, the setup of the room is now permanent, but it is set luncheon style (six people to a table) for a total of 96 people! She will work on a proposed menu to present at our next meeting. To expedite serving and increase safety, she is leaning away from buffet and toward a plated lunch or brunch. Unless we are in the midst of a spike in cases, she predicts a large crowd. She is keeping the reservation at The Flames for now but will most likely cancel after next month's meeting.

4. Web Administrator (Bethany Shifflet) Suggested Edits to the ERFA Constitution and Bylaws.

a. Have the documents separated to make it easier to find if each document is a separate file.

b. Remove the "he/she" language that is out-dated.

Bethany explained that it would be easier to find the ERFA Constitution and Bylaws electronically if they were two separate files on the webpage. All of the to-date amendment dates will be added to both of the documents.

Bethany also edited out the "he/she" language and changed the Web "Master" language to Web Administrator. She also updated the By-Laws section to correct the "shall serve on

committees as appointed by the Senate” to “may request appointment to serve on Senate committees”, to match the language in the Senate By-Laws.

Lucy McProud moved to accept Bethany’s edits and Carmen Sigler seconded the motion which was passed unanimously.

5. ERFA Research & Awards Committee (Joan Merdinger and Lucy McProud)

Joan reported that she and Lucy met with a staff member in the Center for Faculty Development on August 18th to work on the RFP (Request for Proposals) for the ERFA Faculty Research & Creative Activity Award for 2022-2023. A link to the RFP will be sent out in early October to the faculty by Dr. Deanna Fassett in CFD. The CFD website will have all the information about applications that are due December 7, 2022. Lucy and Joan will work with the staff member in CFD to edit and finalize the work on the RFP.

On August 26th, Elaine, Jackie, Joan, and Lucy met with Drs. Magdalena Barrera and Fassett to discuss additional ways to increase the applicant pool for the ERFA Faculty Award. Some of the ideas included: putting a link to the RFP in the Faculty Success Newsletters in October and November, posting the link to the RFP on the Faculty Success website, asking the Provost to tweet out a reminder about the RFP and the due date for submission, and adding the submission date for the ERFA Faculty Research & Creative Activity Awards program to the Academic Affairs Calendar.

After a discussion with Drs. Barrera and Fassett about the dollar amount of the award, there is no recommendation to change the amount of each award from the current \$2500.

6. ERFA Tower Account (Joan Merdinger, Jackie Snell, Lucy McProud and Elaine Collins)

Joan reported that at the meeting of August 26th with Drs. Barrera and Fassett, Lucy, Joan, Jackie and Elaine addressed the topic of the ERFA Tower account. The current ERFA Board member names on the account, Mary Calegari and Joan Merdinger, will be changed to Jackie Snell and Lucy McProud. Our contact in Faculty Success - for access to information about the ERFA Tower account - is Erin Estabrooks. Jackie has requested having access to the ERFA Tower account in order to run reports. According to an 08/26/2022 report that was sent to Jackie, Lucy and Joan, the ERFA Tower account had \$28,891.26, as of that date. Jackie reported that an additional donation came in to Mary Calegari after the report of 08/26/2022. Jackie will update the Board at the next meeting about the new amount in the account with the addition of any recent donations.

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

a. Treasurer (Bill C.) As of 9/11/22, the US Bank Account Balance was \$18,915.88. Billy has enlisted professional assistance in completing our ERFA tax filing. The appropriate forms to allow submission of Federal and State Tax Reports by October 15 th have been submitted and the reports are on track to be submitted by the deadline.

b. Newsletter (Nancie) The September Newsletter is out. David Mesher assisted with the Newsletter as proof-reader. The next Newsletter deadline will be around December 1. Tim Hegstrom mentioned that Sheldon Bornstein had volunteered to do Illustrator work. Nancie will contact him.

c. Archivist (Celia) No report.

d. Biographies/Scholarworks (Joan) No report.

e. Web Administrator (Bethany) Bethany sent her report in advance of the meeting. She posted the May minutes (Executive Board and Annual Meeting) on our website and forwarded them for posting to ScholarWorks, edited the CSU ERFSA membership page (One line had an error: 'ERFAS'), sent summary information from PayPal to Susan, transferred money from PayPal to our bank account. She also updated the 'awardees fact sheet' and link from the Research and Creative Activity page, updated the benefits web page with information from fall newsletter's 'Did You Know' column and created a plain text version of the fall newsletter and posted it on our website. She also sent the pdf to scholar works for posting.

f. Membership (Joan, Beth, Susan) Susan reported that she sent out the final email reminders for those members that have not yet paid dues for this year. Joan reported that she sent out 71 snail mail letters to those members that have not paid dues for the past two years with the link information for paying online through PayPal.

g. Academic Senate (Chris) Chris reported that this afternoon will be the first Senate meeting of this Academic year. In today's meeting, the new interim Title IX Officer, Peter Lim will be delivering a Special Report. The O & G Committee has been tasked with revising the Standing Rule about meeting modes for the Senate and Committees. The Board provided input that the Rule should provide flexibility in the modes allowed. Chris reminded us that the meetings are open and anyone wanting to attend can request a zoom link from Eva Joice.

h. Retired Faculty Privileges and Advocacy (Tim, Mary Jo, Nancie, Bethany) Tim reported that the September Newsletter highlighted the three primary faculty privileges: Access to Center for Faculty Development, reduced subscription prices for Washington Post and New York Times, and the Silver Sneaker fitness program. He spoke with Deanna Fassett from the Center for Faculty Development, and she will be sending him a list of face-to-face courses that will be available for emeritus faculty.

i. AROHE (Joan) Joan reported that AROHE is looking for new Board members and has extended the application due date. The virtual conference/summit will be held on September 22 as a half-day, online event. Those whose email is on file with AROHE can register at the member rate.

j. CSU-ERFSA (Joan, Chris, Nancie) Joan reported that the next CSU-ERFSA meeting will be on October 25 from noon-4 pm via Zoom.

k. Consolation Notes (Mary Jo) No report of any members passing. Mary Jo reported that Elba will be taking over this role. Mary Jo did report that she saw a Facebook post that Kathy Sucher from Nutrition, Food Science and Packaging had passed away on August 21. She was not an ERFSA member.

l. Film (Marian) Mary Jo reported that Marian is not willing to work on this until a co-chair is found to help her.

7. New Business

a.) SJSU Visit of the New Executive Director of CSU-ERFSA. Mary Jo indicated that Merry Pawlowski, the new Executive Director of CSU-ERFSA wants to visit SJSU and interact with ERFSA members. More information is needed about the purpose of her visit. Mary Jo can extend an invitation for her to attend one of our board meetings and invite her to submit an article for our newsletter.

b.) Yearly e-mail reminder to Membership with Guidelines for utilization of the ERFSA email distribution list. Bethany suggested that this is a good time of the year for the incoming Chair to send a reminder to the members about guidelines for use of the ERFSA email distribution list. She is willing to work with Mary Jo on this.

8. Next Meeting Date: October 3, 2022, 10:00 am to 1130 am via Zoom. The meeting was adjourned at 11:08 am.

Minutes submitted by Elaine Collins