

SJSU ERFA Executive Board Meeting Minutes

Monday, February 5, 2024, 10:00 am MLK Library, Rm 225 & via Zoom

Members Present: Celia Bakke, Elaine Collins, Mary Jo Gorney-Moreno, Tim Hegstrom, Chris Jochim, Elba Maldonado-Colon, Susan McClory, Lucy McProud, Joan Merdinger, Winifred Schultz-Krohn, Bethany Shifflett, Carmen Sigler, Lonna Smith, Jackie Snell, Karl Toepfer, and Beth Von Till.

1. Call to order. President Elaine Collins called the meeting to order at 10:01 am.

2. The Minutes of the December 4, 2023 Executive Board Meeting were approved as amended.

3. President's Report. Elaine noted that we are halfway through the year, and she thanked all the Board members for their work.

4. Program Committee and Activities Committee (Carmen – Program Chair; Lonna (Activities Chair) Elba's proposal for the annual luncheon and business meeting was distributed in advance of the meeting. That event is scheduled for Friday, May 3, 2024, 11:15 – 2:00, at the Villages Golf and Country Club Fairway Room. The proposal provides information on the menu and prices, estimated attendees, and topics which need to be addressed by Carmen and the Program Committee. Lonna moved that the cost for attendees be \$35.00 and Lucy seconded. A variance between the cost of the least expensive meal option and the set price triggered a discussion. A vote was taken and the motion passed with one opposed.

Carmen stated that three decisions needed to be made for Spring events. 1. The agenda for the May meeting. Carmen noted that she had several agendas from previous events that she would share with the Committee. 2. Schedule a speaker or a performance for the May meeting? The committee was favoring a musical performance rather than a speaker, but please contact Carmen with ideas for a speaker. 3. Spring excursion. Schedule an on-campus tour of the newly inaugurated Interdisciplinary Science Building. Dean Kaufman would be pleased to host and suggested the date of Friday, April 12, 2024. The time would probably be about 10:30, and the committee would not plan a lunch but provide a list of local options. Susan moved to approve the April 12th excursion, and Lucy seconded. The vote was unanimous. **Note:** Post meeting Carmen confirmed the April date with Dean Kaufman. He established the time at 10:30 for a 90-minute tour. Carmen will have more details in March and requested everyone to Hold the Date.

Bill spoke with Larry Gerstan about scheduling a presentation on the 2024 General Election. A fall date of September 25, 2024 was established. This event will take place in person on campus in the afternoon.

5. Procedures Document (Winifred, Bethany, Beth) Winifred as a new member to the Board felt the need for procedures and accompanying documents to be available on the website. She worked with Bethany and Beth to create an outline of procedures which was distributed prior to the meeting. The outline includes identifying individuals involved, a timeline, and the step-by-step process. Discussion ensued. Carmen mentioned that when Ji-Mei Chang was President she had created a timeline of tasks which Carmen will try to locate and send to the Board. Winifred requested that any feedback be sent to her by **Monday, February 19, 2024** and then she will reconvene the committee.

6. ERFA Nominating Committee (Winifred) Winifred announced that a notice had been placed in the Newsletter requesting nominations by February 2, 2024, but none were received. The committee presented the following slate of officers which was then reviewed by the Board.

Vice President/President Elect – Bethany Shifflett
Treasurer - Bill Campsey

Members-at-Large – Beth Von Till; Karl Toepfer
Academic Senate Representative - Chris Joachim

The motion passed with two opposed. The slate will be announced to the membership two weeks prior to the annual meeting.

7. Transition to Retirement Panel (Joan) Joan announced that the panel has been reinitiated. Joan, Tim, Beth, and Elaine have been working with Deanna Fassett, who has returned to the faculty, so now they are working with Dr. Magdalena Barrera. Seven have signed up for today's program, and another program is scheduled for April 17, 2024. Feedback from today's panel may provide content for the panel in April.

8. ERFA Faculty Awards (Mary Jo, Lucy (Chair) Joan, Winifred and Beth) Lucy distributed the committee's report in advance of the meeting. Two awardees were announced.

9. Use of ERFA Membership Group Email for non-ERFA Business (Lonna) Although the membership is reminded of the policy every year there is primarily one individual who has continued to post non-ERFA content. Discussion ensued as how to handle those who have been warned numerous times. One suggestion is to encourage individuals to submit the information to the Newsletter rather than posting to the list. Finally, the issue was tabled until the next meeting.

10. Other Reports from Executive Board Members, as needed.

a. Treasurer (Bill) Bill was not able to attend, but Elaine reported that not much has changed since last month.

b. ERFA Tower Account (Jackie, Lucy) Jackie reported that balance as of 12/31/2023 was \$34,556. For the 2023 fall semester donations were \$6,080, almost all in November and December and mostly online.

c. ERFA Research & Awards Committee (Joan, Lucy) Lucy had no additional information to provide.

d. Newsletter (Nancie) March 4, 2024 is the deadline for the next Newsletter.

e. Archivist (Celia) No report.

f. Biographies/ScholarWorks (Joan) No report.

g. Web Administrator (Bethany) Bethany announced that ScholarWorks is way behind in posting our documents as the vacant position has not been filled. Therefore, Bethany is retaining documents on our website longer than usual. She continues to post minutes to the ERFA website and also forward them to ScholarWorks. She also continues to monitor messages designated as spam as some are labeled erroneously and blocked. Bethany sent information about our fall excursion and webinar to CSU-ERFSA web administrator (Mark Shapiro) for posting on the ERFSA site along with a link to our fall newsletter.

h. Membership (Joan, Beth, Susan) Susan noted that Maple Press delivered the directories to the Mailroom on January 17, 2024, but they don't seem to have been distributed. **Note:** Post meeting Susan reported that she had contacted the Mailroom; the directories were mailed on January 31, 2024.

Joan reported that the committee is starting to work with the President's team that is responsible for the retirement reception; the first meeting will be this Friday with Mary Jo, Winifred, Beth and Joan in attendance. The event is tentatively scheduled for April 23, 2024. The committee will reach out to James Lee and Magdalena Barrera as they may be able to identify those who are in the process of retiring this summer. There may be fewer retirees this year as the contract agreement between the CSU and CFA may be an incentive to remain a bit longer.

i. Academic Senate (Chris) No report as the first meeting of the spring semester will be this afternoon. Tim mentioned that the Senate may be interested in exploring an issue with the International House. The coordinator was let go and there are comments that the House may no longer be used for international students.

j. Retired Faculty Privileges (Tim). Contact Tim if anyone has suggestions for opportunities in the senior category.

k. AROHE (Joan) No report.

l. CSU-ERFSA (Joan, Chris, Nancie) The next meeting is scheduled for April via Zoom and in person.

m. Film Group (Karl) The Group continues to have excellent discussions. On February 20, 2024 the film under discussion is May December. Maestro was discussed in December.

n. Consolation Notes (Elba) Elba sent a note to the family of Benton White. Chris reported that a celebration of life for Benton White will be held on April 6, 2024 at 1:30.

11. New Business: Emeritus Status Application (Bethany) Bethany noted that over the past year she had received several inquiries from faculty about emeritus status. If an individual does not request emeritus status within 120 days, they lose SJSU email account. Elaine noted that there has been a recent change, and faculty now retain their SJSU account for a year. With emeritus status they retain the account indefinitely. The process is initiated through DocuSign which requires one's username and password. Bethany suggested that a subgroup meet with Faculty Affairs and perhaps CFD as well to advocate for a central location on the SJSU website for emeritus status information. There is a page on the Provost's site but it doesn't provide information for lecturers or those who didn't apply immediately. The subgroup of volunteers is Bethany, Winifred, Susan, and Elaine. Bethany will convene the group.

12. Next Meeting Date: March 4, 2024, 10:00 am. The meeting was adjourned at 11:28 am.

Minutes submitted by Celia Bakke
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