

Association of Retired Faculty and Staff (ARFS)
University of West Georgia
Coordinating Council Meeting, May 13, 2016, 10:00 am - 11:40 am
Conference Room, Alumni House
MINUTES

Present: Mitch Clifton, Mary Erickson, Bruce Lyon, Wanda McGukin, Debbie Novak, Glenn Novak, Anne Richards, Jan Ruskell, Karen Smith. **Not present:** Tom Carrere, Annelle Colevins, Frances Jackson (excused), Patty Jiles, Martha Ann Saunders (excused), Linda Wagner (excused), Burdett Wantland, Shirley Wantland.

1. Glenn **called the meeting to order** at 10:02 a.m.
2. The **minutes** for the meeting held 3-11-16 had been distributed online in advance of today's meeting. MOTION (McGukin/Ruskell): to approve them as distributed. Passed on a voice vote.
3. Glenn **expressed the group's appreciation and thanks to Meredith** in absentia since she has become the primary point person for coordinating faculty needs at the Newnan branch of UWG. She begins her official duties on Monday of next week. We will miss her dearly, but Frank has agreed to do everything in his power to provide the kind of support she has formerly given our group. Given all the responsibilities Frank juggles already, Wanda offered to be of assistance if and when this might be needed.

Glenn also complimented Frank, Meredith, Wanda and Kevin for putting together such a successful and enjoyable "Garden Tea Party" event during Alumni Weekend. He thought the RSVP system worked well, there were just the right number of tables and chairs, and the decorations were beautiful. Those in attendance enjoyed the opportunities they had to visit with one another. Some retirees provided names of persons they hoped would be contacted to attend, but learned they had not actually been contacted prior to this event. Frank said that feedback received indicated the event had been well-received by those attending it and, if the group is so inclined, this event will be repeated next Spring as a way for retirees to reconnect with students. Repeating the event was supported by consensus. It was suggested, however, that to avoid confusion between this event and one associated with the "Tea Party" in present-day politics, it would be best to simply call the event a "Garden Party." This, too, was supported by consensus.

Frank reminded the group that, when an event like this is organized, the group pays for the number of persons expected to attend (largely based on RSVP information). Unfortunately, a rise in the number of no shows has been noted among those who RSVP that they plan to attend a given event. Since about 5-10% of attendees are those who don't RSVP when they have the opportunity to do so, however, usually this balances out.

Mitch asked if photos of the Garden Party event were available, and commented that having photos of a well-attended event could provide good publicity for both the group and the event. Frank explained that photos taken at this event will be displayed on the ARFS website and in the newsletter. He also has a photo of Peggy and W.H.Smith that was taken during a trip they made to Sicily. Photos taken under the red tent at the Garden Party have a red glow to them, but are

still good ones. Frank also mentioned that Meredith had asked him to thank those in the group who loaned personal tea sets for the occasion.

4. **Retiree Reception/Reunion - September 10, 2016**

Anne distributed a list of 32 retirees whom we will honor at the reception/reunion in September, noting one correction to be made: It was Mary Erickson, not Martha Ann Saunders, who served as the contact person for Jill Stallings. [See attached list.]

Anne called attention to the information currently missing for particular individuals and explained the difficulties experienced in making contact with some retirees in order to secure this information. She noted that June 1 is the deadline given for most of the tribute statements yet to come in, which still leaves plenty of time to gather necessary information.

Karen Smith explained that she has not been able to reach Curtis Hollabaugh. Mitch volunteered to see if he could get in contact with him. If not, Jan suggested we attempt to contact his wife at their home in Cedartown. Bruce Lyon offered to serve as the contact person for Karen West once we have adequate information about how to reach her.

Anne mentioned that, in asking retirees whether they want to retain their West Georgia email addresses, she learned that some believe they are unable to do so. That led her to get clarification from ITS and Kathy Kral and she discovered that a new policy is now in place: retired faculty and staff can retain their West Georgia email addresses if they (personally) request this through the Help Desk at ITS before they retire. **If ITS is not notified that a retiree wishes to maintain his or her West Georgia email address, access to it will be prevented on the last day of employment and the account will eventually be deleted.** [Editorial note: I provided inaccurate information about this policy during our meeting. Looked it up as I went to type this and discovered my error.] Given that retiree email addresses are the lifeblood of our ARFS listserv, it was agreed that it is important that we change the form used when contacting retirees about our annual reception/reunion - to be sure they will be informed about this new policy. Frank mentioned that information regarding this policy could also be announced in the next issue of the *Rejuvenator*.

Debbie, who keeps up with the ARFS listserv, explained the importance of assuring that email addresses we are given are functional ones. She reported that we currently have 273 persons on the listserv. She had announced plans previously to teach Mitch (serving as our Vice President) to update this list. Since he has expressed interest in being considered for the Presidency of ARFS in the coming year, and, if elected, would only be serving as Vice President for a few more months, she reported that she is going to continue to update this list for the time being.

So far as the retiree reception/reunion is concerned, Frank reported that Anita Thomas at Sunset Hills Country Club will handle arrangements for the event. The menu has already been selected. Those associated with the University will have responsibility for only registration and decorations. A Save-the-Date announcement will go out next week on the listserv. A subsequent email will give the official list of those who will be honored this year. Dale Duffey will handle the process of getting the medallions engraved. Wanda agreed to call McEver's to

determine how soon they will need to get information and medallions from us in order to have them engraved in time for the September 10th event. Frank agreed to make the arrangements needed to invite President Marrero and Vice President Fraboni to attend the event and make some remarks there. It was agreed that Frank should also check with Fraboni to see if he would introduce President Marrero on this occasion. Mitch will also make remarks at the event - in place of Glenn Novak (who, with Debbie, will be out of state celebrating their 40th wedding anniversary).

5. Membership of the Coordinating Council for the Coming Year.

Glenn mentioned that Martha Ann Saunders, Frances Jackson, and Linda Wagner had contacted him in advance of today's meeting to say that they were unable to attend the meeting. He also noted that Tom Carrere, Patty Jiles, and possibly Burdett and Shirley Wantland are unlikely to continue serving on the Council. Last year, a slate of candidates was introduced at the Annual Meeting. No nominations were received from the floor and the process went smoothly. It was agreed to use the same procedure in the Fall and arrange to have the slate of names distributed on all tables at the reunion/reception.

Karen Smith agreed to continue into her second year of a two-year term as Treasurer (2016-2017).

Anne Richards agreed to continue into her second year of a two-year term as Secretary (2016-2017).

Mitch Clifton agreed to serve as President for a two-year term (2016-2018).

Glenn Novak agreed to serve as Past-President for a two-year term (2016-2018).

It was understood that we are still seeking someone willing to serve as Vice-President (and President-Elect) for a two-year term (2016-2018). Until a person has volunteered for or has been elected to this position, Debbie agreed to continue managing the ARFS listserv.

Frank suggested the group consider the number of persons needed to conduct the business of the association so as to determine how many members of the Coordinating Council should be elected going into the future. The Bylaws call for there to be at least 6 At-Large members, each of whom serves a two-year term. Those currently on the Council who would be eligible to serve again from 2016-2017 include: Annelle Colevins (who is considering dropping off), Mary Erickson (who is dropping off), Frances Jackson, Bruce Lyon, Wanda McGukin, Debbie Novak, Jan Ruskell, Martha Ann Saunders, Linda Wagner, Shirley Wantland (who is considering dropping off), and Burdett Wantland (who is considering dropping off). Due to some confusion as to the language of the bylaws and the ways in which this would affect the membership of the Coordinating Council going forward, it was suggested that all members of the Council review the bylaws in advance of the next meeting of the Council, and bring a copy with them to our next meeting. Council members were reminded that the bylaws are posted on the ARFS website.

Mitch announced that, in the course of his remarks to those attending the September 10, 2016 reunion/reception, he will encourage others to consider putting their name in nomination for an At-Large position on the Coordinating Council. He asked if it is necessary for a vote to take place at the Annual Meeting to elect members of the Coordinating Council, or if persons can

simply be confirmed by the Council itself. Anne and Wanda stressed the importance of having a slate and giving those in the Association the opportunity to vote on the slate. It was also pointed out that this is the process set forth in our official bylaws. An announcement specifying persons nominated for both officer and at-large positions on the Council is to be distributed in advance of the Annual Meeting. It was mentioned at the meeting that these nominations could be announced through the *Rejuvenator* as well. Mitch underscored the importance of getting more retirees involved in the Coordinating Council.

Frank suggested the group determine the ideal size for the Council (based on the work that has to be done by the group) and then actively recruit persons to fill vacancies or serve as replacements for those who have served for many years. This provides continuity and a balanced governing board. He also explained the importance of determining the best way to recruit new Council members and replace those who have served for a period of time. In addition, he suggested that, in light of the fact that the structure is now in place for going forward as an organization, this might be a good time to honor those who have been committed to the development of the retiree organization from its earliest beginnings.

Karen asked how one typically becomes a member of the Coordinating Council. She knew that Mitch recruited her, but had no idea how others had gotten involved. It was mentioned that most got involved through word of mouth. A suggestion was made that retirees might be given the opportunity to fill out an application form which listed the various positions open on the Council (including both officer positions and at-large positions) - giving individuals the chance to self-nominate for positions that might interest them. The *Rejuvenator* was mentioned as a place where updates regarding such positions could be described/announced.

6. The Rejuvenator

A discussion took place regarding deadlines for publication of forthcoming issues of the *Rejuvenator*. Frank said the university has established a goal of getting 4 seasonal issues of this publication out during the year - in Winter, Spring, Summer, and Fall. It was agreed that we will seek to distribute copies of the *Rejuvenator* in January, April, July, and October and that we will continue to do so using the updated version of its layout and design.

Frank agreed to continue serving as writer and editor of the publication.

Wanda agreed to develop an article on the "Garden Party."

Debbie agreed to put together an article on the legacy scholarship, including the balance of funds received and a call for additional donations.

Frank agreed to put a direct link to the ARFS website in the upcoming issue.

Jan agreed to provide a summary of upcoming travel programs.

Mitch agreed to write something designed to recruit new Coordinating Council members.

It was agreed that an announcement about the reunion should be included in the Summer issue and a write-up about the September reunion should be included in the Fall issue.

It was agreed that it would be helpful to have a "Message from the President" column in each issue of the *Rejuvenator*.

Frank reminded the group that photos and images are as important as written paragraphs, and that those submitting written material should plan on preparing no more than 4 paragraphs.

Given current societal trends, it is better to keep communications brief and concise, and well

supplemented by images/photos. **Deadline for above material coming in for the July issue is mid-June.** All copy should be sent to Frank.

7. Travel Program

Jan reported that Bob Myers will present the travel program this month (May). Its focus will be a road trip through Rhode Island, Connecticut, and New York. In June, Martha Goodson will present "If It's Tuesday we Must be in Epinal, France." In July, Morgan Cantrell will provide a presentation on Egypt. In August, the program will focus on Sue Lee's trip to the Amazon.

8. Day-Trip Prospects

Frank asked if persons in the group might be interested in taking a bus-trip to Gibbs Gardens, possibly in October. Considerable interest was expressed. Someone also mentioned that a Chihuly exhibit is currently at the Botanical Gardens in Atlanta. Frank said he thought he might be able to secure a university bus for a day trip. Wanda suggested that retirees be asked to pay some minimal amount (e.g., \$2) to help cover costs for such a trip as it has been found that, if people pay something up front before attending a given event, they are more likely to show up when the event actually occurs. Wanda and Frank agreed to work collaboratively on setting up a day-trip for retirees.

9. USGRC suggestion for USG retiree organizations to seek to become a part of the current governance structure at their institutions.

Glenn asked if there was any interest in the group for exploring with UWG administrators or the Faculty Senate how the ARFS organization might become a part of the governance structure of the institution - as recommended by the University System of Georgia Retiree Council. He explained that this might assist others in knowing who we are and perhaps give us a voice in the governance structure of the institution.

Bruce said that, most of the time, the majority of retirees are unlikely to have an interest in the topics being considered by the Faculty Senate. He thought it was a good idea, however, to maintain liaisons with administrators.

Anne mentioned that there are several topics being considered by governance bodies, such as parking, library policies, policies regarding the workout facilities in the Campus Center, and perhaps bookstore policies that might be of interest and concern to retirees. Debbie reported that she has approached the bookstore on more than one occasion about securing discounts for retirees and has yet to hear back from anyone in a position of authority about her requests.

Bruce said that he thought we could work more effectively through Frank on such issues than on our own.

Debbie said that if anyone is interested in approaching President Marrero about free membership at the Campus Center gym, there might be some (though a limited number of) retirees interested. Bruce mentioned that those who are physically active and/or capable of working out in a gym

likely already have "Silver Sneakers" coverage through their healthcare provider or hold membership in Club Fitness or Sportsplex. Mary said that, even though her healthcare provider (associated with the military) doesn't cover "Silver Sneakers," the premium paid for the military policy is such that those using it can pay for membership in one of the local fitness clubs. Glenn stated that he estimated that fewer than 2% of retirees might take advantage of this option, but it would represent a nice public relations gesture on the part of the administration.

Frank explained that the Alumni Association has spent a year researching ways to create a different type of ID card that can provide alums with expedited approval for use of or entry to a variety of venues/discounts. At the present time, the group is working on the development of an app that can be downloaded to a smart phone and used to register for events and gain access to discounts and venues. There is the possibility that retirees can be added to the database for this app. Currently, it recognizes alums by the email address they have on file with the Alumni and Development office.

It was agreed that, at the present time, Council members are not interested in pursuing the possibility of the ARFS organization becoming a part of the governance structure of UWG. Instead, the preference of those on the Council is to go through Frank Pritchett and the network of personnel working in Alumni and Development on the campus for support for Association and retiree activities, needs, and requests.

Debbie recommended, however, that we might want to consider doing more to publicize our existence on the campus, such as by going to a General Faculty meeting and sharing information about things we're doing, informing others about our scholarship, etc.

Jan recommended that we consider making some announcement about our reunion/reception at the "Best of the West" gatherings.

Frank suggested that we consider organizing a pre-retirement event, held during the day in Spring or Fall semesters. This might be a time when those thinking about retirement can sit down with HR personnel to learn more about the process of retiring, and we would have an opportunity to inform persons, prior to their retirement, about how our Association can assist them in continuing to stay connected to the university.

Anne mentioned that HR has already announced one-on-one preretirement sessions for persons who are considering retirement and suggested we piggyback on what they are doing, or find ways to supplement those sessions by sharing information about our group. Frank said he thought it would easily be possible for us to have a representative present at the Benefits Fair held annually - we would simply have to coordinate this with Denise Robinson. Wanda suggested that, if we did this, it would be a good idea to get a tablecloth for our table with our Association's name on it.

10. ARFS Legacy Scholarship

Jan reported that donations of about \$15,000 have been received in support of the scholarship at this point. A discussion took place about ways in which we might raise additional funds for the scholarship. Suggestions included:

Charge a fee for a movie shown - similar to what is done during the "Big Read" at the Cultural Arts Center - and use the proceeds to fund the scholarship.

Write letters to the membership of the Association (with personal comments written on them by retirees) encouraging fellow-retirees to make a contribution to the scholarship.

Ask students to call retirees to explain how contributions to such a scholarship can be significant for students.

Frank explained that any fund-raising efforts have to be coordinated with Jada Marcum because university personnel might already be approaching particular individuals for contributions to other initiatives and the university wants to avoid over-solicitation of the same individuals. He also mentioned the possibility of finding a new means of securing funds for this purpose. For example, he explained that a portion of the fees paid to acquire UWG car tags goes to the university to fund administrative scholarships. Thus when birthdays occur among alums and retirees, the university reaches out to ask them to consider getting a UWG tag when they next renew their tag.

11. Next Meeting

It was agreed that we will hold our next meeting on Friday, July 15, 2016 at 10:00 am. Frank checked to see if the conference room in the Alumni House is available at that time, and discovered it is not. Alternate sites for the meeting might be the University Club or the Hubbard Dining Room. It was agreed to stay with this particular date and time until Frank can determine if and where it is possible for us to meet on campus on that particular date and time.

Adjournment:

The meeting adjourned at 11:40 a.m.

Respectfully submitted -

Anne C. Richards
Secretary