

**UWG ASSOCIATION OF RETIRED FACULTY AND STAFF (ARFS)
Coordinating Council Meeting, April 21, 2023**

Present: Anne Richards (presiding), Meg Cooper, Kevin Hibbard, Cecilia Lee, Lauren Niedringhaus (HR Liaison/Ex-Officio Council Member), Frank Pritchett, Sally Roberts, Francie Taylor, and Alice Wesley.

Absent: Micheal Crafton, Tricia Durrough, Ross Miller, Anita Thomas, John von Eschenbach, and Nancy Watkins.

Call to Order and Approval of Minutes: Anne Richards called the meeting to order at 10 am in the College of Nursing Room 112. A motion by Kevin Hibbard with a second by Frank Pritchett to approve the minutes of the January 20, 2023, meeting passed unanimously.

Human Resources/ARFS Update: Lauren Niedringhaus reported on several items:

- HR will now require 6-8 weeks advance notice to authorize ARFS expenditures; approximate ballpark amounts may be submitted.
- Retirees have several opportunities in which they may participate including travel programs offered through the alumni office, Wolves Don't Waste (meal options for students and employees with food insecurity), and Wolfie's Closet (clothing donations for students going on their first interviews). Lauren will check with the Executive Well-Being Council regarding the possibility of volunteer retirees making food deliveries to homebound retirees.
- Due to cybersecurity issues, policy issues are being considered by ITS that would discontinue uwg email accounts for retirees after a period of time (no longer than six months) with the exception of those eligible who apply and are approved for emeritus/emeriti status. Those who retain a uwg email address will be required to undergo two cybersecurity training sessions annually and change passwords once a year. ITS personnel are also proposing that the online faculty/staff directory become private and internal only, not public. The potential for different email addresses being created depending on the user's status (e.g., retiree, alumni, Coordinating Council member, etc.) was proposed by Council members. Lauren was asked to inquire about such a possibility. Lauren was also asked to share with ITS personnel some of the concerns retirees had about the impact of dropping so many email addresses and the public online directory so far as cutting off contact resources for students seeking to secure former faculty/staff recommendations for employment or educational opportunities. It was further suggested that any new policy adopted by the university be clearly communicated to both graduating students and retirees so that individuals who have come to rely on a given email address do not lose it unexpectedly or without warning.
- The University System of Georgia Board of Regents Policy Manual defines the means by which persons can be identified as retirees of USG and their eligibility for health benefits. These criteria could determine who is honored at the annual retiree recognition reception/annual meeting. The CC agreed that the focus should be on inclusivity. A handout of the BOR policy was distributed to facilitate discussion.
- The 2023 Benefits Fair will be held at the Coliseum on October 17. Details will be released as they become available.

Rejuvenator Newsletter: Discussion centered on several issues including the possibility of changing the format to save time and money (especially in light of the requirement that expenditures be approved in advance), moving the newsletter to an electronic-only format, or consolidating what needs to be posted in order to restrict the newsletter to 4 pages at the standard cost. If the CC requests \$600 to produce a 6 page newsletter 3 times a year and the request is not approved, perhaps a compromise to 4 pages could be an option.

Annual Reunion Planning: CC members present did feel that a location on campus rather than going off-site is preferred, that the continental breakfast worked well, and that space in the College of Education might be possible and less apt to involve logistical issues. Meg Cooper will check with COE regarding use of that facility. October 7, 2023, and October 14, 2023, are the dates under consideration. It was agreed that we want to encourage increased attendance by retirees. One means of doing so involves offering a seminar on a topic of interest to retirees that would follow the reception/reunion brunch honoring this year's retirees.

USG Retiree Information: Anne Richards reported on a number of USG/BOR issues as they relate to retirees:

- A handout was reviewed detailing the steps to be taken upon the death of a retiree.
- A handout was reviewed detailing the expectations for institutions developing their guidelines for awarding Emeritus/Emerita status. UWG is currently developing its process in keeping with BOR policy.
- The system office is requesting that those persons with grant-writing and/or grant-management experience contact the chancellor's office to offer their expertise.
- Those retirees needing a prescription drug not in their drug plan should check to see if their drug plan offers a "non-formulary" exemption process.
- CAPTRUST services/webinars are available to ALL retirees. Signing up for a webinar offered by CAPTRUST guarantees that additional information about future wealth management programming will be received.
- Notes from USG meetings where these topics are discussed will be posted on the ARFS website in the near future.

GA-HERO: The Georgia organization geared to increasing communication between and among associations of retirees in higher education in Georgia is making a push to get more retirees together throughout the state to participate in special events held on various campuses. In addition, GA-HERO is assembling resources focusing on "Preparing for the Inevitable" to better inform retirees about matters of consequence associated with aging.

ARFS Committees:

- Nominating Committee will report at the next meeting.
- Program Committee is currently involved in planning the annual meeting/reception to honor 2022-2023 retirees; other programs may be added in the future.
- Scholarship Committee: Madeline Wentworth has been selected as the recipient of the 2023-2024 Legacy Scholarship; she is a College of Education major, the granddaughter of retiree Jimmy Agan.

- Widow/Widower Surviving Partner Committee: Information regarding those in this category is forwarded to Julie Dobbs in the Ingram Library where a similar committee is already active.
- Ad-hoc Newsletter Committee: Discussion continues to center on how frequently issues should be published and the manner in which information will be disseminated.
- Ad-hoc Bylaws Committee: Meg Cooper will ask for ARFS CC volunteers to assist with a revamping of bylaws, particularly in light of USG policies under revision.

Treasurer's Report: Sally Roberts reported on the October 2022 to October 2023 year expenses coinciding with the time frame of the annual reunion. Current payments include \$65.15 in February for reprinting the ARFS brochure, \$639.74 for Pub & Print expenses in March, and AROHE Dues of \$120 (the national group for retirees in higher education).

Retiree Database and Directory:

- The retiree database maintained by University Advancement is plagued with problems including outdated postal addresses/email addresses for retirees and former faculty/staff.
- Moving forward with a retiree directory at this time seems inadvisable due to legal matters and accessibility issues. Any viable option proposed requires that ARFS manage the project directly rather than under the purview of HR. Putting additional time into this project seems unwarranted given limited time, energy, resources, and interested participants.

Accessing UWG Policies, Faculty Handbook, and Other Materials: Without needing to sign in, interested persons can follow these instructions

- Go to <https://www.westga.edu/administration/president/legal/policy/index.php>
- Under "Find a Policy," click on "University PolicyStat Library"
- Type into the search bar at the top of the page the information being sought.

Next Meeting: CC members will contact Anne Richards regarding their preference for July 7, 14, or 28.

The meeting adjourned at 12:20 pm.

Respectfully submitted,

Francie Taylor, Secretary