

## ASSOCIATION OF RETIRED FACULTY AND STAFF

### Steering Committee Meeting held 7-10-15, 10:00 a.m. UWG Alumni House

**Present:** Mitch Clifton, Annelle Colevins, Dave Fraboni, Frances Jackson, Denice King, Meredith Ledbetter, Bruce Lyon, Debbie Novak (co-chair), Glenn Novak (co-chair), Frank Pritchett, Anne Richards, Martha Ann Saunders, Shirley Wantland.

1. Glenn **called the meeting to order** at 10:00 a.m., distributed an agenda for the meeting, and mentioned that Wanda McGukin was unable to attend today's meeting because she had gone to visit her brother, who is quite ill.

2. Frank Pritchett introduced **Dave Fraboni**, recently hired as the **Vice President for University Advancement** at UWG, and announced that he prefers to be called Dave. Today was his 5th day on the job. Dave said he appreciated the good work that ARFS has been doing on behalf of UWG. He has heard about it from retirees at Georgia State University (through GA-HERO members Missy Cody, Dave Ewert, and Lynn Hogue). He also said he had heard from them and from persons at the USG office about Anne Richards' ability to take notes at meetings in ways that clarified what occurred at them.

Fraboni went on to say that the university is ever-mindful that its success and future is built on the work retirees did as members of the UWG team and the work they do in keeping persons (including alumns) connected to the university. He encouraged retirees to keep growing the connections they've already established and to find ways to get as many others connected to the university as possible. He asked if anyone had any questions for him.

Glenn mentioned that those associated with ARFS had been doing their work for the past 11 years. Debbie invited Dave to attend the annual retiree reunion/reception in September where we recognize new retirees. Dave promised to see if he can get this on his schedule.

Dave mentioned that after 5 days on the job he has learned a lot. He has experienced a number of to-be-expected challenges related to the realities of changing from one institution to another, including where to find the men's room. He jokingly said that someone "only tried to sneak one thing past him," at this point. Asked how to reach him, he provided his new email address: dfraboni@westga.edu.

Annelle asked: "When you decided to make application for the VPUA position, what research did you do about the institution?" Fraboni replied that he did both formal and informal research. He found a lot on the UWG website, and learned what it put where and why. He also spoke with people who had worked here in the past, including Rankin Cooter, who had taught here (also a GA-HERO member). He spoke with other professional colleagues, including Nancy Peterman, who was VP at another institution where he himself was employed. She became part of the consulting firm involved in the hiring of our VPUA. He "picked the brains" of others associated with the firm she is now with - about our institution, its current president, and its prospects for growth. He said he has found that many people look at research institutions as if they have "all their stuff together," but he has discovered that all institutions face the same challenges and opportunities. They just differ in size and scope.

He concluded by thanking the group again for the good work it does. He also noted that as important as some think it may be for him to appear and speak at various UWG events, he knows

alumni would rather hear and see former faculty and staff and reconnect with them. So the more retirees can continue to stay connected with former students, the more this helps the work of advancement personnel.

Glenn and others thanked Dave for stopping by our meeting to introduce himself. Glenn also mentioned that Dave has an office upstairs in the Alumni House - a place where it is far easier to find parking than the office previously assigned to the VPUA on front campus.

3. **Martha Ann Saunders' 85th birthday** (!) was acknowledged with cupcakes and the singing of Happy Birthday. She will be 85 on July 20th.

4. Glenn introduced **Denice King**, the **new Coordinator of Donor Relations at UWG**. He explained that we are a group still in the early phases of setting up a scholarship. The scholarship is nearly a year old and we are trying to make it a successful one. He asked Denice to share with us what her role might be in this regard and how it would relate to that of Bill Norris, who helped establish the scholarship.

Denice explained that she is not a "Development Officer" - as Bill is. She doesn't assist groups or individuals in setting up scholarships, but she does help in the management of scholarships once they have been established. Her job is to take care of the donors, to make sure they are happy about how their scholarship is managed, to make sure their wishes are being met regarding whatever criteria have been set up for the scholarships, and in general to help things go more smoothly. She said UWG very much appreciates the establishment of this scholarship and knows that it will be much appreciated by those who have an opportunity to receive it down the road. She reported that she had checked with Bart Gillespie this morning and learned the balance in the account is now \$6,025.

She explained that she has been talking with Debbie about coming to the retiree reception/reunion on September 12th to talk about the importance of the scholarship. She said she could speak about the percentage of students on campus who need such scholarships, or arrange for someone who has received a scholarship to talk (in a way that pulls heart-strings) about what it means to him or her to have gotten one. She could arrange for forms to be on the tables at the Country Club so individuals can fill them out and make a commitment to a scholarship donation there and then. She explained that \$25,000 is needed to make the scholarship a bonafide reality and that amount has to sit for one year drawing interest before it can actually be awarded.

Debbie mentioned that she had seen an article in the *Times-Georgian* about an alum of West Georgia (Rodney Davis), associated with the Sigma Nu fraternity, who had raised \$100,000 in 4 months for UWG athletic scholarships. She wondered if Denice knew how he had achieved this so quickly. Meredith mentioned that the association with the Sigma Nu fraternity might have played a role in this. Bruce pointed out that Sigma Nu established an annual golf tournament long ago that might have made his success possible as well. Denice agreed to reach out to Rodney to find out what he did and bring this information back to our committee. Perhaps we could do something along the same lines. Debbie suggested an article be put in the *Times-Georgian* about the scholarship as a way of spreading the word about its existence. Meredith thought this could be a good idea that should be explored further. She also mentioned that information about the scholarship is presently on the ARFS portion of the Alumni Office website.

Denice asked what the best way is to connect on a regular basis with retirees. Our email listserv was mentioned as the best way. It was suggested that Meredith send out emails reminding folks we

are still looking for donations and providing updates about the amount received to that date. Frank said he thought it was a good idea to put a graphic on our website. Debbie reported that, thus far, only 12 persons have donated (out of 400 retirees) to the scholarship. Denice explained that small amounts counted as well as larger amounts, and that all were appreciated. Glenn said either he or Meredith would contact her well in advance of the September 12th reception to let her know about the possibility of her getting time to speak during the program. Denice promised to follow-up with Rodney Davis and check on his story. And she informed the group that her office is outside of the Alumni House - in the garage out back.

5. A discussion took place regarding the **upcoming reception/reunion, scheduled for September 12, 2015.**

Anne Richards distributed a summary list of retirees we plan to honor at this event that indicated how many information forms, photos, and tribute statements have been received or completed and how many are still in process. Anne explained that there are eleven "official" retirees this year. Several other members of the faculty or staff have left the campus as well, including those who considered their departure a "retirement." Some of these actually retired at other institutions (even in other states) prior to their employment at UWG and have not been at West Georgia long enough to qualify for a USG retirement. As a result, they are not included in the group we plan to honor. Anne also reported that five of the eleven retirees listed had checked a particular box on the form that comes to us from HR indicating to us that they did NOT wish to be acknowledged at the reunion honoring retirees. Because she found this baffling in the case of individuals she knew who had been on the faculty for many years (some over 25 years), Anne called a few to ask what their concerns were. Most said they were filling out the HR paperwork at a time when they were really busy, had no idea what the event was like or when it would be held, so made the choice to opt out of it. Once they learned what it was and how we planned to honor them, all five agreed to participate. Anne also mentioned that we should keep in mind that when staff members retiree from Facilities (and sometimes other areas), folks who are named to write tribute statements for them often do not feel up to the task. Some don't use computers. Some don't believe they can do justice to the retiree in writing. Some prefer to talk about their experience of the retiring colleague and have someone else write up their remarks. One individual this time around preferred to hand-write a statement and then pass it along to Anne. In general, however, Anne said she thought the process was going well and she expected that virtually all of the information needed to put the booklet together will be in by the end of July. At today's meeting she was able to provide Martha Ann Saunders with 6 of the 11 first-draft write-ups for the booklet. It was agreed that, if we aren't planning to hold a meeting in August, Anne will circulate a draft of the booklet to members of the Steering Committee for their review and editorial comments before it goes to print.

Meredith discussed a variety of other matters regarding logistics for this event, which she agreed to handle, including how payment for the tribute booklet will be handled (she will arrange for Publications & Printing to have the account number) and when medallions will be engraved (approximately mid-August). She mentioned that she recently got a new computer and discovered that all material she previously had on ARFS on her old computer was deleted in the transfer of information from one to the other as it had been originally saved on her former hard-drive. She is in the process of building that information back, however. Bernie Wong has been contacted and has agreed to be present to start playing piano at 11:30 am, but he will have to leave when the luncheon begins to deliver a wedding cake he has promised to make for someone in Alabama. Meredith said that help will be needed to assist with registration, check-in, and distribution of name-tags. She

expected that Jan Ruskell might assist as she did last year. A call has gone out for photos to be used in a slide-show. Invitations are being drafted and a draft of the Save the Date flyer (to go out via email) was circulated for the committee's review. No corrections or concerns were noted with regard to it. A draft of the printed invitation will be available next week. A photographer from the university will be present to take photographs. Meredith also noted that, once it is known which retirees are present at the gathering and which not, she will convey that information to those presenting the medallions to avoid the awkwardness of calling out names of persons not in attendance.

Debbie mentioned that, last year, some individuals who pre-registered for this event were not on the list being checked at the door. Meredith said she would look into this and seek to prevent it from happening this year. The RSVP date is September 7th. Persons pre-registering can do so by calling in, using email, or the internet. All members of the committee who plan to attend must pre-register as well.

#### **6. DRAFT of PROGRAM for ARFS Reunion and General Membership Meeting**

Glenn distributed a draft of the program for discussion and suggestions for revision. It was agreed that those invited to give remarks should be limited to 5 minutes each. The schedule was thus revised as follows:

- 11:30 a.m. Social/Mingle
- 12:00 noon Welcome to 11th annual event (Glenn)  
Thank Bernie Wong '99 - piano  
Today's structure (business meeting, lunch, honorees, photos)  
Introduce Frank Pritchett, Development & Alumni Services
- 12:05 p.m. Remarks - Frank Pritchett  
Introduction of Vice President of University Advancement Dave Fraboni
- 12:10 p.m. Remarks - Vice President of University Advancement (Dave Fraboni)  
Introduction of President Marrero
- 12:15 p.m. Remarks - President Marrero
- 12:20 p.m. Introduction of Shannon Busby/call for lunch (Glenn)
- 12:25-1:05 pm LUNCH
- 1:05 p.m. Who We Are/ARFS background (Anne)  
Introduction of Denice King
- 1:10 p.m. Remarks - Denice King
- 1:15 p.m. General Membership Meeting - presentation of candidate slate and vote (Glenn)
- 1:25 p.m. Program - presentation of medallions (Novak, Richards, Marrero)  
Recognition of current Steering Committee members, Kevin, Meredith, Frank  
(Anne)
- 1:45 p.m. Honoree photos taken outside.

#### **7. DRAFT OF SLATE OF CANDIDATES FOR 2015-2017 (to be voted on by General Membership on 9-12-15)**

Glenn distributed a draft of the slate for ARFS Coordinating Council Officers and Members for 2015-2017 and asked if Anne was willing to take official notes for today's meeting. Anne agreed.

President: TBA

Vice President: TBA

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Past President: Glenn Novak (also Chair, Nominating Committee)  
Secretary: Anne Richards (also Co-Chair, Program/Events Committee)  
Treasurer: Karen Smith  
At-Large Members (minimum of six)  
Tom Carrere  
Mitch Clifton (Nominating Committee)  
Annelle Colevins (Scholarship Committee)  
Mary Erickson  
Frances Jackson  
Patty Jiles (Co-Chair, Program/Events Committee)  
Bruce Lyon (Nominating Committee)  
Wanda McGukin (UWG Director - GA-HERO)  
Debbie Novak (Scholarship Committee)  
Jan Ruskell (Chair, Scholarship Committee)  
Martha Ann Saunders (Program/Events Committee)  
Linda Wagner (Chair, Widow/Widower/Surviving Partner Committee)  
Burdett Wantland  
Shirley Wantland

Glenn thanked Mitch Clifton for recruiting several new persons to be a part of the Coordinating Council on an at-large basis. He also invited anyone in the room whose name was on the above list but didn't want it there to send him a private email about it. He further invited anyone who was willing to serve as President or Vice President to let him know this. Since the Nominating Committee has not yet been able to find persons willing to serve as President and Vice President, Glenn said if this remains the case by the time September 12th comes around, he will stay on for one more year as an Interim President and perhaps the office of Vice President will be listed as Vacant. He also said he thought some persons have an interest in serving but don't yet believe they are familiar enough with what we do to handle the role. He said he planned, however, to entertain the prospect of having persons in the audience on September 12th volunteer for these positions. In part because the job of president carries a two-year term, followed by the position of past-president, and is also associated with the expectation that the person filling this position will represent our group on the University System of Georgia Retiree Council (USGRC), taking this position is seen as requiring a major time commitment. Glenn agreed to write out in greater detail what else it entails (such as responsibility for getting out the *Rejuvenator* on a quarterly basis).

8. Glenn reported that **Melanie McClellan** has asked for a chance to visit with the ARFS group to speak about volunteer opportunities for retirees. She also inquired about whether ARFS might want her to organize a mini-volunteer job fair to learn what's going on where for people who might be willing to donate their time and energy. It was agreed that this was something the group would like to do and that it should be scheduled at some point after the reunion/reception on September 12th.

**9. Possibility of holding August meeting.**

The possibility of scheduling a meeting of the Steering Committee in August was considered. It was agreed that, by then, we will have a proof copy of the tribute booklet, could look over a menu, and will have all the information needed for engraving the medallions. Martha Ann and Meredith explained that they would be attending another meeting on the weekend of August 14th. Anne

explained that she would be gone from town from August 1st-8th. It was finally agreed that no meeting in August will be necessary as Meredith can handle the menu, the proof copy of the tribute booklet can be distributed for comments on line, and Anne already agreed to provide the information for the medallions directly to Meredith.

#### 10. Matter for **Programs/Events Committee.**

Frank mentioned that April 16, 2016 the university will hold "Alumni Weekend." He asked if some in the group might be interested in participating in an opportunity for alums and retirees to engage with one another. The Alumni Association could identify professors, set up a Saturday afternoon tea, let alums know who will be there from the retired faculty, and invite alums to come back and reconnect with them. The event might take place from 2-3 pm, involve light hors d'oeuvres, in a mix-and-mingle format. Persons interested in such an event should save the date.

Debbie asked why such an event might not be scheduled at the time of Homecoming. Frank explained that Homecoming already involves a very busy schedule of events and that the majority of reunions are now scheduled in the Spring or at a Football game other than Homecoming as a result. He also invited faculty to let him know who their favorite students have been so he can check into inviting them back to campus. Glenn mentioned how meaningful he found it to reconnect on Media Day with alums from Mass Communications.

#### 11. **Governance Issues**

Glenn reminded the group that, no later than two weeks prior to the September 12th reunion/reception, the slate of candidates has to be mailed out to the membership. It also has to be on the website, along with the agenda for the membership meeting. He asked Meredith if she would check with Kevin to get the final version of the agenda and the slate on the website by the end of August, and Meredith agreed to this. She said it also could be provided on the front and back of one sheet of paper for the membership meeting- as was the draft Glenn had provided at today's meeting.

#### 12. **Update on USG Communications regarding Healthcare changes through USGRC**

Anne reported that she had participated in a conference call regarding the proposed USG Healthcare changes and that retirees should be receiving a communication shortly about meetings that will be set up at each USG institution to explain more fully how sessions with benefits advisors will be handled, among other things. She shared some of the earlier thinking of the USG and AON-Hewitt about having USGRC representatives listen in on a mock-demonstration between a benefits advisor and a retiree where the retiree would provide personal information such as social security number, along with information about his or her medical conditions, medications, etc. They would then have an opportunity to ask questions that might anticipate questions other retirees would have about such interactions. Because of concerns about privacy and HIPPA guidelines, however, retirees participating in the conference call recommended instead that the USG and AON provide a model/ simulated interaction between a benefits advisor and a retiree to give retirees an opportunity to raise questions they might have about this interaction. Anne also reminded the group that when they receive notice about the meeting to be held at West Georgia (on August 27, 2015 at 9 am in Z-6), they will also be apprised of other meetings covering the same material to be held on other campuses around the state - in the event that a particular day or location is not convenient for given retirees.

**Ajournment** - the meeting adjourned at 11:21 a.m.

Respectfully submitted, Anne C. Richards

