

James Madison University Staff Emeriti Association

Minutes from March 10, 2015 Meeting (8:30 AM/ Wine Price Building; Conference Room 3030)

Attendees:

Nancy Dove, Mike Lam, Denise Lough, Gail May, Mary Lynne Smith, Tina Updike, Diane Yerian

Meeting Called to Order at 8:30 AM by Tina Updike.

Minutes from the February 13, 2015, Staff Emeriti meeting were reviewed. Mike Lam motioned for the minutes to be approved; Nancy Dove seconded the motion. The minutes were unanimously approved and are to be posted to the Staff Emeriti Association website.

Tina shared an updated Staff Emeriti contact list, which was provided by Steve Smith in JMU's University Advancement Office. There are currently 117 individuals with the designation "Staff Emeriti." Denise Lough agreed to condense the list to a more reader-friendly format and will email each committee member the revised list.

The committee discussed the qualifications necessary to be designated as a Staff Emeriti. Most notably, the individual must have 10 years of active (not necessarily continuous) service at JMU, have been in "good standing" upon departure, and should have made noteworthy contributions while at JMU. The potential of "grandfathering in" eligible individuals was discussed. The JMU Human Resources Department will run a query in order to determine how many individuals are currently eligible for the Staff Emeriti designation. Diane Yerian, JMU's HR Director, has agreed that the query results will be available at the next scheduled Staff Emeriti meeting. There was a brief discussion concerning the accuracy of the Staff Emeriti Policy. Diane confirmed that the most-recent version is currently in the Vice Presidents' office for review.

Denise Lough noted that the Staff Emeriti shared mailbox is active and that email inquiries can now be sent to staffemeriti@jmu.edu. Denise presented the "test site" version of the Staff Emeriti webpage and explained that text would need to be developed to include on the site. Denise referenced the JMU Faculty Emeriti website and suggested to the committee members that they consult it for ideas and applicable content. Denise will email the test link and the Faculty link to committee members for their review. Tina Updike will review the Staff site and offer feedback regarding content suggestions.

The committee revisited the idea of hosting a Staff Emeriti event in late April, early May. The committee discussed multiple options for a Staff Emeriti gathering, including attending an event at the Forbes Center, attending the JMU Senior recitals at JMU's Recital Hall/Anthony Seeger, and attending the Dolly Madison: The First First Lady Exhibit at the Lisanby Gallery, in The Festival. Given time constraints and financial concerns, the committee agreed that holding an event at the Lisanby Gallery, followed by

a small reception, would be ideal. The committee confirmed that this event will be for Staff Emeriti only. The following days were discussed as potential event dates: Tuesday, April 28th; Wednesday, April 29th; Friday, May 1st; Wednesday, May 6th, and Thursday, May 7th. The event would be held at roughly 3:00 PM. Tina Updike volunteered to reach out to Dr. Kate Stevens, Director of the Madison Art Collection, regarding availability for the group to tour the gallery. Tina is to follow up with the committee regarding availability via email. Diane Yerian suggested that Tina prepare an invitation to be sent out to individuals on the Staff Emeriti contact list once a date is confirmed. RSVP's for the event will be sent to staffemeriti@jmu.edu.

Gail May agreed to contact Angie Thompson with Aramark regarding potential hor d'oeuvre options (i.e. cheese and crackers and grapes) for the reception. Additionally, Gail volunteered to prepare a draft email to Staff Emeriti updating them on the recent committee meetings and noting that an event is being planned for the very near future and that more information will follow. Mike Lam offered to assist Gail in drafting the email. Gail will submit the email to Tina Updike for review.

Nancy suggested having nametags and an information sheet at the reception that Staff Emeriti could complete in order to gather information for future events. The committee agreed and Tina suggested using the form that was prepared and disseminated at a luncheon last summer. Opposed to scheduling another meeting, the committee agreed that planning for the Lisanby Gallery event would be handled via email communication between committee members.

Tina reminded committee members to visit the Association of Retirement Organizations in Higher Education (AROE) website and to look for ideas that the JMU Staff Emeriti Association could utilize.

The Association's next meeting was scheduled for Tuesday, June 2, 2015, at 3:30 PM in Conference Room 3030 in the Wine Price Building on the campus of JMU. At this meeting, the committee will review the query list prepared by Human Resources and will evaluate the success of the Staff Emeriti event.

Meeting adjourned by Tina Updike.