

James Madison University Staff Emeriti Association

Minutes from June 2, 2015 Meeting (3:00 PM/Wine Price Building; Conference Room 3030)

Attendees:

Nancy Dove, Denise Lough, Gail May, Mary Lynne Smith, Tina Updike,

Meeting Called to Order at 3:00 PM by Tina Updike.

Minutes from the March 10, 2015, Staff Emeriti meeting were reviewed and unanimously approved. The approved minutes will be posted to the Staff Emeriti Association website.

The Committee discussed the recent Staff Emeriti event at the Lisanby Gallery and agreed that it was a great success. Tina shared that she received feedback from multiple attendees, and that they all enjoyed the event and looked forward to future SEA events. Tina also shared the feedback received from the Activity Sheet that was handed out at the April 29 event. SEA Members shared that they thought meeting quarterly was ideal. Additionally, for social events, day trips and lunches received the most votes. As far as volunteering, “Friends in Need” (helping SEA members in need of assistance) scored the highest, followed by fundraising for scholarships. There was also an expressed interest in attending seminars and update talks with President Alger, as well as touring new facilities on JMU’s campus. Additionally, Tina said that at least three members expressed their willingness to help the SEA Committee in planning future events.

The Committee reviewed the newly-revised Staff Emeriti Association Policy (JMU Policy 1318), which was recently approved by the Vice Presidents and now includes an updated Affiliate Form. While the criteria for qualifying for SEA membership and the procedures for nominating are more clearly stated, there are still quite a few questions that need to be addressed before the Policy is officially “advertised” to the JMU community. Namely, the following items need to be considered: the query prepared by HR, needs to be further analyzed to ensure that all of the individuals listed actually meet the SEA requirements; what protocol is used in the event that the qualifying employee’s supervisor is no longer at JMU (who can nominate in their place?); how far back do we go in determining who qualifies to be a SEA member?—do we grandfather in qualifying individuals?; what is the definition of “noteworthy contribution” which is listed as a requirement for nomination as a SEA member in the Policy?; what is the receptiveness of the Vice Presidents in approving and in turn writing letters granting (or denying) SEA designation? Potentially, the SEA Committee could draft and submit a Proposal to the Vice Presidents addressing these issues. Tina suggested that the Committee request feedback from Diane Yerian regarding these questions.

The Committee also discussed what would be the best medium for sharing the SEA nomination process with the JMU Community. Potential options included: adding SEA to the exit checklist; creating a query and sending information to supervisors on a monthly basis, and including information regarding the SEA nomination process in the

“Retirement” folder prepared by the HR Benefit’s Team. The Committee will further explore communicating the SEA nomination process once the aforementioned Proposal is complete.

Tina expressed appreciation to Denise Lough for her work loading updates to the SEA website and SEA’s inclusion on the JMU A-Z Site Index and HR’s Benefits’ page. Denise will be posting additional documents in the near future (“Do Page”, which allows SEA members to electronically submit their preferences from the Activity Sheet—waiting on IT), minutes from the April 29 SEA event, the June 2 Meeting Agenda, and the June 2 Meeting Minutes).

Tina shared that many of the SEA members have expressed an interest in having access to a members’ directory listing those who are officially recognized as SEA members. The Committee discussed adding a “blanket” directory or a members’ login page to the SEA website; however, there was a voiced concern about maintaining the accuracy of the directory, as people frequently change their email address. Additionally, the Committee was unsure how much the directory would actually be utilized. As an alternative option, it was suggested to simply email SEA members asking if they would be opposed to their name and email address being included on a list that would be emailed to all SEA members (phone numbers would not be included). If a SEA member prefers to not include his or her information, we would simply redact their name and/or email address from the list. The Committee will further discuss this matter at their next meeting.

Tina encouraged Committee members to re-visit the Association of Retirement Organizations in Higher Education (AROHE) website and to look for ideas that the SEA could utilize. Membership renewal for AROHE is due **July 1, 2015**, and costs \$150 for a one-year subscription. The Committee discussed whether it was advantageous to continue with the membership or if the funds could be better utilized in a different area. Tina has asked the Committee members to email her their feedback regarding the continuation of the AROHE membership.

The Committee discussed potential ideas for a summer SEA event and decided that the next event will be held on Friday, July 17 from 5:30-8:30 PM at Cross Keys Vineyard. Chris Davis will be performing live music and drink and food options will be available for purchase through the Vineyard; this is a pay-as-you-go event, in which SEA members will be responsible for paying for any beverages or food that they consume. Tina is to contact Cross Keys for additional information including space availability, possible reservations, cover charges, beverage alternatives, and food options, among other pertinent details. Tina will share her feedback with the rest of the SEA Committee via email. The Committee did agree that SEA members are free to bring a guest to this event. Once the details are worked out, the Committee will draft an invitation to send out via bulk email to the SEA member.

The Association’s next meeting is scheduled for Tuesday, July 28, 2015, at 2:00 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 July 17 Staff Emeriti event at Cross Keys Vineyard.

Meeting adjourned by Tina Updike.