

## **James Madison University Staff Emeriti Association**

Minutes from February 13, 2015 Meeting (9:30 AM/ Wine Price Building; Conference Room 3030)

### **Attendees:**

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

Meeting Called to Order at 9:30 AM by JMU Director of Human Resources, Diane Yerian.

Following introductions of each attendee and their respective association with JMU, Diane Yerian shared that upper administration has granted permission to pilot the JMU Staff Emeriti Association (“the Association”) on a one-year trial run. JMU’s Human Resources Department will champion this initiative and assist in creating the steering committee for the Association. One thousand, five-hundred dollars (\$1500) has been designated from JMU’s Human Resources Department to steer this project. After one year, the initiative will be evaluated and its continuation will be based on expressed interest and value the Association brings to JMU’s retirees and Staff Emeriti.

Diane shared that the Association has purchased a “bundle” membership with the Association of Retirement Organizations in Higher Education (AROHE). Denise Lough gave a short presentation introducing the AROHE website and highlighting the website’s features as well as touching on the activities that other AROHE member groups are doing. Contact information was collected from each attendee so that a login can be created. Denise will register each member and email them their respective login information.

Tina Updike provided background information regarding the progress that has been made in further developing the JMU Staff Emeriti Association. She highlighted past events sponsored by the Association (luncheons) and acknowledged that based on a 2014 query, there are roughly 107 individuals who are currently recognized as Staff Emeriti. Tina shared that she had been working with Steve Smith in JMU’s University Advancement Office to gather an accurate list of current Staff Emeriti. Tina noted that an employee advisory committee task force was formed and utilized in developing the Association’s proposal which has been approved by JMU’s administration. Handouts of the proposal, the JMU Policy on Staff Emeriti, and current members list were provided. The proposed purpose/mission of the Association was reviewed by the attendees and was approved (a description of the Association’s purpose can be found in the Association’s proposal and will be posted on the Association’s website.) Other items discussed, included exploring the option of “grandfathering” in potential members in hopes of fostering a larger membership and developing a form or an informational sheet to include in retirees’ exit interviews from JMU, which would explain the protocol to becoming recognized as a JMU Staff Emeriti. Lastly, there was brief discussion concerning future imposed membership dues, adding a Staff Emeriti link to the current JMU HR Benefit’s page, and spotlighting the Association in a future JMU HR Horizons Newsletter.

**Goals** for the Association were discussed. The group acknowledged that there was a lack of exposure for the Association and discussed measures to increase awareness and highlight the process for being granted JMU Staff Emeriti status. The following five goals were established for the Association (parameters to help reach each goal are noted in parenthesis):

- 1) Create Awareness. (Create a JMU Staff Emeriti Association website; have the Association added to JMU's A-Z Index Directory; create a shared mailbox for individuals to submit questions and comments—Denise will monitor this mailbox). Going further, the website may include Meeting Minutes; the Association's Proposal; Bylaws; other Association information (Staff Emeriti Policy, eligibility requirements, and process necessary to become recognized as a Staff Emeriti; member bios; upcoming Association events; Staff Emeriti benefits; links to other on-campus events; etc.). Denise will work with JMU's IT department to create a shared mailbox, have the Association added to the University's A-Z index directory, and construct an Association website. Denise will provide an update concerning these items at the Association's next meeting.
- 2) Generate an updated JMU Staff Emeriti list to include contact information (Tina will work with Steve Smith to generate this list). Tina will provide an update at the next meeting. There was also the discussion of running queries to determine the number of retirees that are eligible for Staff Emeriti status and to provide updated figures of employees nearing retirement status from the University.
- 3) Organize an event for the Association in April, 2015. Tina shared results from a survey conducted at a past event in which members shared their preferences for potential Association events. The highest ranked items were: quarterly luncheons; local group day-trips; a book club, tours of new JMU facilities, and volunteering to assist neighbors in need. (Denise will research upcoming events at the Forbes Center and reach out to the Forbes Center regarding the possibility of attending a late-April event or hosting a "behind the scenes tour" and having a pre or post-performance social.) Denise will provide email correspondence to meeting attendees regarding options for the event.
- 4) Develop a mutual relationship and partnership with the JMU Faculty Emeriti by working with the current president of the FE Association, Violet Allain, and Sherry King, Director of Parent Relations. Work on planning a joint event for 2015, such as a bus trip, picnic, or special event. This goal of collaborating with the Faculty Emeriti Association will hopefully increase as the Staff Association further develops.
- 5) Complete one volunteer activity. The Association is aware of the Madison Plan's commitment to volunteerism, so the Association has made it its goal to carry out one volunteer activity at JMU and to give back to the University. Potential

volunteer opportunities will be discussed at the next meeting (Ushering at the Forbes center or another JMU sponsored event.; partnering with the United Way)

Following a summarization of the above-goals, the Association's next meeting was scheduled for Tuesday, March 10, 2015, at 8:30 AM in Conference Room 3030 in the Wine Price Building on the campus of JMU.

Meeting adjourned.