



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

**Minutes – June 6, 2018** (9:00 am, Wine Price Building, Conference Rm 3030)

**Attendees:** Tina Updike, Jane Beach, Gail May, Milla Sue Wisecarver, Kathy Sarver, Diane Yerian and Lisa Hajdasz

- **Welcome Diane to the meeting. Approval of Minutes from April 10, 2018 meeting.**
  - Minutes from the meeting on April 10, 2018 were unanimously approved. These will be posted to the SEA website.
  
- **Staff Emeriti membership (Diane, Lisa and Tina): update on use of Staff Emeriti database and email address for membership contact and Steering Committee access to Inbox; any new members; update on response card mailing; plan to merge Call Center permissions and response card permissions; update on SharePoint site.**
  - As Data Steward of the university, Diane provided information about the policy on contact information. According to policy, only with written permission from the employee, or in this case a member, can access be given to their personal address and phone number.
    - Lisa has merged the permissions received from the telethon and the response cards received back with the written permission. Since JMU owns the JMU email addresses we can still email to JMU email addresses without needing permission.
    - Diane stated that if SEA has permission from the member to use their contact information then SEA will be able to email, call or send written communication to members as needed.
    - Further discussion will need to be had on how to maintain and share the contact information of those members that have given permission with the Steering Committee.
  - Lisa will create an address book of emails for those that have given contact permission in the Staff Emeriti Outlook address book.
  - Lisa to add Jane and Milla Sue to Staff Emeriti email account.
  - It was suggested that a follow up email be sent to a new Staff Emeriti's JMU email address to welcome them to the SEA and specifically invite them to join the Staff Emeriti association.

- Tina will look at the SEA welcome letter to see if it can be re-worded for an email.
  - 2 new members have been added to the association since the last meeting.
  - Lisa to add a line requesting departmental information to the response card.
- **Goal #3: Increase awareness: (Lisa and Tina): updates to website; update on Madison Magazine article for fall issue; report on discussion with Pres. Alger and Mike Davis on encouraging supervisors to nominate retiring staff for emeriti designation and possibly adding past retirees.**
  - The SEA website is now up to date.
    - Jane to send upcoming luncheon information to Lisa for posting.
  - A suggestions was made to let SEA members know that the staff emeriti email address is available for questions or if you need help with inquiries.
  - The current Madison Magazine article has gone to UCM. Article was submitted to Basecamp and approved.
  - Lisa will talk to Tara, JMU's Work-Life and Engagement Specialist, about adding emeriti to Affinity groups.
  - Tina gave an overview of the conversation she had between herself, Mike Davis, President Alger, and Kathy at the lunch on May 9th.
    - Mike stated that he would help in encouraging supervisors to nominate retiring staff members. He is willing to send a prompt to supervisors when he sees that a staff member will be retiring soon.
    - Another idea discussed was grandfathering staff members that had retired before the SEA was developed, looking at length of service and at past performance evaluations for extraordinary contributor status.
    - Mike has reached out to Rick Larson to discuss these ideas. Rick will respond once he has had an opportunity to evaluate.
- **Goal #1: Membership development: (Tina and Lisa) follow-up from May 9th lunch and President Alger presentation; update on June 14 lunch/presentation by Claudia Bernardi at the Center from Global Engagement; (Milla Sue and Jane) July and August lunches? (all members) August picnic idea? Other activity ideas and how to create/appoint a Program Committee.**
  - The May lunch with President Alger was a big success. 22 SEA members and guests attended. Everyone agreed this update from the President should be an annual event.
  - June 14th luncheon with artist Claudia Bernardi to be held in the Center for Global Engagement in Madison Hall.
    - To date, 19 have registered for the lunch.
    - Steering Committee members will be stationed at the parking deck, at the front door of Madison Hall and in the lobby to direct members to the room.
    - Lisa to confirm that Judy Cohen will attend the luncheon.

- Monthly Luncheon series
  - Future dates have been scheduled – Friday July 13<sup>th</sup> and Monday August 13<sup>th</sup>.
  - Lisa to add to website.
- Faculty and Staff Picnic August 17, 2018
  
- **Goal #2: Volunteer activity: (Tina): update on information table at Employee Appreciation Day May 10th; (Kathy) idea for SEA vinyl clings for cars; create SEA T-shirts/hats for sale to members.**
  - Tina gave an update on the Employee Appreciation Day that was held on Thursday, May 10.
    - The information tables were put in a corner that was out of the path of traffic which minimized exposure and opportunity for discussion
  - Committee discussed having wearable logos so that they can be easily identified when manning booths or tables at events.
    - Jane will look into the opportunity to purchase individual t-shirts, buttons, etc.
  
- **Next Meeting:**
  - Lisa to send a Doodle Poll to Steering Committee Members to determine date preference.
    - Choices are either July 31 at 9:00 a.m. or August 7 at 1:30 p.m.
    - After all the Doodle Poll responses, the next meeting will be Tuesday, July 31 at 9:00 a.m. in the Wine Price Bldg conference room 3030.