**Executive Committee Meeting Minutes**

Date: **Thursday October 10, 2018**

Time: **11:00 AM – 1:00 p.m.**

Place: **SA 110**

Present: S. Burstein, M. Caldwell, S. Cash, M. Cates, J. Cleman, S. Felszeghy, A. Gonzalez, M. Huld, D. Klein, J. Kirchner, D. Margaziotis, K. Reilly, E. Roberts, B. Sinclair, W.Taylor.

Absent: P. Brier, J. Fisher-Hoult, N. Hunt, D. Keane, D. Schaeffer, F. Stahl.

1. Announcements

 1.1. Stan thanked John K for the pictures from the Fall luncheon which were

 uploaded to the web.

1.2 Bill asked how best to advertise to join ERF-SA. Perhaps sending a card would

 would do this.

1.3 Steve reported on the memorial for Ray Landis. It was very well attended.

1.4 Kathy reminded everyone of the Nov. 2 Distinguished Educator dinner.

TIME CERTAIN 11:10 A.M. MICHAEL CALDWELL, VICE PRESIDENT FOR FACULTY AFFAIRS

Michael reported that since his appointment two years ago his focus has been on the “gaps”in faculty affairs. He has had a pilot project with the College of Business and the Library to move to electronic filings in the RTP process to remove the need for RTP committees to read paper files in offices. The reviewers so far have been very receptive to this process. Some of the other procedures under review include improving the sabbatical distribution process, increasing the rate of responses on student surveys, hiring more diverse faculty, reviewing the Chair time assignments as a result of the semester change, investigating the routes of faculty files to the library archive, reviewing the time frame for exit interviews and cutting off email access to faculty who are deceased, and supporting the recent decision of the Senate to send back to committee the proposed change in the faculty handbook regarding emeriti membership. He also wants to form a committee to study the role of lecturers across the university and welcomed volunteers (Kathy and Diane volunteered).

DISCUSSION John reviewed the letter of apology from the Senate Chair regarding the fact that the Emeriti Association was not consulted regarding the proposed changes in emeriti appointment requirements in the Faculty Handbook. He announced that the proposal was sent back to the FPC for revision. He stated that we probably were not in the position to exclude lecturers from being in the Emeriti Association in the future as several other CSU include them (San Jose, Fullerton) and we now have lecturers in the Senate. Many members stressed the importance of clear criteria for all new additions (coaches, lecturers). Stan was designated to appoint an ad hoc group to specify issues and report back at the next meeting. Then we would send a request for a time certain at FPC with the list of issues we identify. It was suggested to include Martin in the ad hoc group as he has experience as a lecturer.

1. Approval of Agenda

 2.1 Add a discussion of the proposed changes to the Faculty Handbook regarding

 Retired Faculty- Emeritus Status, to be conducted after time certain presentation

 by Michael Caldwell, Vice President for Faculty Affairs.

 2.2 Add a 4.7 : Data Base

 2.3 M/S/P after additions

3.0       Approval of the Minutes:

3.1 Executive Committee Meeting: September 14, 2018: M/S/P with addition of J.

 Fisher-Hoult as an attendee and two edits.

4.0       Officer and Committee Reports and Recommendations

4.1 Vice President Programs: Stan for Deborah

 4.1.1 Plans for the today’s election event are going well. Deborah is unable to

 attend but has made arrangements with committee members to help. 34

 people have signed up so far.

 4.1.2 It was noted that for the fall luncheon we might have the brief inspirational

 talk by a past recipient first and then the introduction of the winners (instead

 of the past recipient speaking at the end)

4.2 Treasurer’s Report

 4.2.1 The balance in the credit union is $8,677.19. Note that the total deposit for

 the fall luncheon was $1,862.00. The balance in the UAS account is

 $5,479.62, with withdrawals of $2,398.05 for the luncheon and $476.59 for

 the election talk. There is a balance of $20,046.75 in savings. The balance

 in the Life Long Learning account is $7,225.14. The LLL income expenses

 for the year so far are $611.72. There were four new donors.

 4.2.1 There were four more meals than people signed in at the luncheon. The

 income for it was $1,862, with total expenses $2,418.05, for a loss of

 $566.05. We lost $150 at the last fall luncheon.

4.3 Fiscal Policy Chair: Marshall Cates

 4.3.1 See discussion above about the fall luncheon.

 4.4 Fellowship Chair: Alfredo Gonzalez

 4.4.1 No further information.

 4.5 Life Long Learning – no report

 4.6 Academic Senate: John Cleman

 4.6.1 John sent his report via email.

 4.7 Data base

 4.7.1 Marshall reported that he keeps a copy on his computer, on an external

 hard drive, and on a cloud server. He sends it to membership also for safe

 keeping.

 4.7.2 The data base has a field for “List in Directory”. Six people have asked not

 to be listed. 62 people have no address, but it was decided to keep them on

 the list.

 4.7.3 There is a field called “Year Appointed”. It will not be maintained.

 4.7.4 The department is not listed in the emeriti letter. That field has not been

 updated.

 4.7.5 Think about combining the position of data base coordinator with

 membership

5.0 New Business

 5.1 Len plaque – John suggested that members go up to Senate office to see

 about placement.

 5.3 October Special event and meeting – discussed above

 5.4 Empty offices: Historian/Archivist & Editorial Board- no discussion

 5.5 Scheduling of lunches

 5.5.1 Previously discussed

6.0 Old Business

6.1 Measures to stimulate interest in the Emeriti Biographies Project

 6.1.2 Discussion as to whether to remove this agenda item.

6.2 Emeriti Involvement in Campus Address to Student Homelessness and Undernourishment – no time

6.3 Fellowship Criteria – to be presented by Fellowship committee. – no time

**Added reminder: We need a smaller committee to review our constitution to make changes/additions in time for the vote of all members at the Spring luncheon. Suggestion to make the meeting at Villa Gardens like a retreat to give input in time for committee vote in January or February.**

7.0 Adjournment

 7.1 The meeting was adjourned at 1:00 p.m.

**Next Meeting: Thursday, November 8 at 12:45 in SA 110**

Submitted by Kathy Reilly