

**UWG Association of Retired Faculty and Staff (ARFS)
Coordinating Council Meeting, January 20, 2023**

Present: Anne Richards (presiding), Micheal Crafton, Meg Cooper, Patricia Durrough, Kevin Hibbard, Cecilia Lee, Ross Miller, Frank Pritchett, Francie Taylor, John von Eschenbach, Nancy Watkins, and Alice Wesley.

Absent: Lauren Niedringhaus (HR Liaison and Ex-Officio council member), Sally Roberts, and Anita Thomas.

Call to Order and Approval of Minutes: Anne Richards called the meeting to order at 10 am in the Richards College of Business Board Room 302. A motion by John von Eschenbach with a second by Kevin Hibbard to approve the minutes of the August 26, 2022, CC meeting passed; a motion by Meg Cooper with a second by Frank Pritchett to approve the minutes of the October 29 ARFS annual meeting and retiree reception passed.

Feedback – 2022 Annual ARFS Meeting and Retiree Reception/Reunion: Comments were generally very positive with several suggestions offered.

- Assure adequate lead time for invitations to go out in advance of the event.
- Resend the invitation through the listserv several days before the event to generate interest.
- Add personal details (where employed, years of service, etc) about retirees being recognized.
- Add an informative session of particular interest to retirees (such as benefits/health Q/A).
- Arrange for someone affiliated with UWG to help coordinate the event and resolve issues that can arise. Tressa Kelly and Makenna Burns were especially helpful with the logistics for this year's meeting.
- Consider an alternate location for the event where confirmation of a reservation will likely be more ironclad than it may be on campus.
- Combine the meal with the socializing opportunity rather than provide separate time slots for each.

Meg Cooper provided details regarding attendance at the event: there were approximately 70 attendees including speakers, and thirteen of the fifteen CC members were present. Eight of those registered were no-shows, but a few people who hadn't registered in advance showed up at the last minute.

Coordinating Council Member Photos for ARFS Website: CC members whose photos are not on the website should contact Meg Cooper (mcooper@westga.edu or 770-880-5078) to arrange for their photos to be taken by the University Communications and Marketing Studio. Available dates, as stated on the agenda for today's meeting, are the first Thursday and third Wednesday of each month.

Coordinating Council Committee Organization: There are currently six committees.

- Nominating Committee is chaired by the past president and consists of four members; this committee will meet later in the spring to present the slate of new council members.
- Programs Committee will be led again this year by Meg Cooper and Francie Taylor with the emphasis on the annual meeting/reception and encouraging other opportunities for members to engage; Alice Wesley indicated her interest in being part of this committee.

- Scholarship Committee/Legacy Scholarship is the responsibility of John von Eschenbach. While the selection of the recipient is handled by a university committee, John does send out information to the listserv notifying members of eligibility requirements, application deadlines, and so forth. He indicated this is essentially a one-person job.
- Widow/Widower/Surviving Partner Committee is currently inactive since Julie Dobbs in the UWG library has created a group in this area; we refer interested persons to her.
- Ad Hoc Newsletter Committee is chaired by Frank Pritchett, and interested persons who would like to serve on this committee should contact Frank. Discussion indicated that this needs to be an official committee, not an ad hoc one.
- Ad Hoc Bylaws Review Committee is chaired by Meg Cooper and assisted by Michael Crafton; the initial review cited a number of changes to be made including removing references indicating that ARFS is under the Advancement umbrella and updating the information to place ARFS under Human Resources; changing the status of the committee from ad hoc to official; clarifying the role of ARFS treasurer so that all receipts of money spent on behalf of our organization are maintained in one location; and including financial information in the annual report.

Creation of Directory of Retirees: The need exists for retirees to be able to connect with other retirees. The concept of the directory has been approved by UWG administration and can be placed on the ARFS website. Options include imbedding the information on the website with access through a user ID and password or letting this information be public, which means retirees could be contacted by various entities unconnected to the university. The type of information to be included (name, department, city, email address, phone #, etc) is still being debated. What is of importance at this time is determining what format would be most meaningful since approximately one third of the ARFS members indicate they do not use electronic devices.

Retiree Access to Library Resources and Campus Email: A committee at the system level is working on a plan to ensure those with emeritus status are able to access a range of library resources even without an institutional email address. CC members expressed concern that any/all retirees cannot reclaim a UWG email address if not done prior to the point of retirement, that any type of “fix” by Ingram Library to be able to use the database would be temporary or dependent on Galileo passwords, and that ITS could but apparently has not yet indicated a willingness to make the effort to remove these stumbling blocks. Anne Richards will check on which Faculty Senate committee oversees ITS (Facilities and Information Technology Committee?) in hopes the committee can be approached to help resolve these concerns.

Annual ARFS Report: Meg Cooper presented a draft of the 2021-2022 ARFS annual report. Several changes in wording were made to the section on the financial information section. Kevin Hibbard moved and Michael Crafton seconded that the annual report be approved with the edits discussed; the motion passed.

BOR Confusion in Communications with Retirees: The Board of Regents is working to clarify some of its communications with retirees to eliminate areas of confusion. For example, those 65+ on Medicare do not need to fill out the tobacco surcharge question even though it currently appears on the online form, but those pre-65+ with a BOR medical insurance plan do have to fill out that area of the form.

Listserv Glitches: There is no capability within the ARFS listserv to make address changes to existing members without first removing the member with the “old” address and then re-adding that same member with the “new” address. Adding new members is not a problem.

Volunteer Opportunities for Retirees: Requests are occasionally received for retirees to participate, for example, as graduation helpers, Blue Coat interviewers, and contributors to Public History projects. The USG intends to prepare pre-retirement information for retirees in both English and Spanish. CC member Cecilia Lee has volunteered to translate the ARFS brochure.

Other Business and Items of Interest:

- In order to update email addresses and mailing addresses, persons must call both the UWG Human Resources Department and the USG Human Resources Department.
- The next issue of *The Rejuvenator* will contain a “where are they now” section to try to identify retirees whose contact information is no longer accurate.
- The USG is currently conducting an overview of various retiree-related committees and will publicize what is being done to support retirees.

Next Meeting of the Coordinating Council: The CC members present suggested that the next meeting be held in April. Anne Richards will offer three Friday options (April 14, 21, and 28) and ask CC members to identify their preference. The date most convenient to the majority will be selected; the meeting time will remain 10 am, and the location will be determined closer to the meeting date.

The meeting was adjourned at 11:55 am.

Respectfully submitted,

Francie Taylor, Secretary