

**UWG Association of Retired Faculty and Staff (ARFS)**  
**University of West Georgia**  
**Coordinating Council Meeting, July 21, 2017, 10:00 am - 12:00 noon**  
**Conference Room, Alumni House**  
**MINUTES**

**Present:** Mitch Clifton, Jimmy Drew, Frances Jackson, Denice King, Wanda McGukin, Debbie Novak, Glenn Novak, Anne Richards, Jan Ruskell, Martha Ann Saunders.

**Guests:** Terri Bussey, TJ Hills

**Not present and excused:** Bruce Lyon, Karen Smith

**Not present, not excused:** Linda Wagner

**1. Mitch called the meeting to order** at 10:00 am.

**2. Denice introduced TJ Mills** to the group. He has been on the campus 2 months as the new Director of Annual Giving. A graduate of Auburn who majored in Exercise Science, TJ mentioned that A-Day is coming up (October 19th - always the third Thursday in October) and provides "opportunities to volunteer" for retirees who are interested in doing this. There will be a breakfast at Z-6 in the morning and a grand celebration at the Football field on Thursday night (either at the porch or in the suites). Armani Hansell, the Coordinator of Annual Giving is hoping volunteers might wish to participate in balloon delivery to donors by doing such things as driving students around to various businesses in town where balloons are to be delivered.

TJ reported that the ARFS Legacy Scholarship fund now has accumulated \$24, 417 and contributions to it can be part of an A-Day gift. He also reminded the group that persons can designate contributions to whatever they have a passion for.

Glenn asked if pledge cards will be mailed out to potential donors and asked if TJ had an opinion about the use of email for soliciting donations.

TJ asked how the group felt about email solicitation.

Anne said that if donations are solicited only via email, a lot of the retirees will not get that type of mailing (either because they don't use a computer or have stopped using one for various reasons).

Glenn mentioned that pledge cards typically give donors options to check particular ways in which they can donate funds, but don't have a line on them labeled simply "Other" for those who wanted to donate to something in particular that is not listed on the card. TJ explained that plans are already underway to insert a line on the pledge card for a department gift and a blank line labeled "other" for donors to indicate other areas they want their funds to be used.

Debbie explained that ARFS currently has a listserv of about 310 retirees and, in the past, members of ARFS on the Council have put labels on the pledge cards before they were mailed to prospective donors to remind retirees to contribute to our Scholarship fund. Denice mentioned

also that about 100 persons typically attend the annual retiree reunion, where pledge cards are also given out.

Debbie asked who gets the balloons being delivered.

TJ: Persons whose giving level is at \$1,000.

Anne stated that, in the past, she had participated in the A-Day delivery of balloons to persons who made donations as small as \$25 to the University.

TJ explained that conversations are still on-going to determine who should get balloons this year.

Jan mentioned that many businesses seem to appreciate getting stickers they can put in their windows to indicate that they have been contributors to UWG.

Anne and Jimmy explained that, in the past, the breakfast took place very early in the day. As a result, when volunteers went out to deliver balloons and/or collect contributions, it was often the case that the businesses had not yet opened for the day. This meant volunteers either couldn't accomplish their mission, or had to go back at some later point in the day to do so. TJ said this has been noted and, as a result, the breakfast will start at a later time this year. In addition, a prior tradition of naming a Mr. and Ms. A-Day among students will be re-instated. Organizations on campus that would like to participate in raising funds for the university will put a student forward as their representative. Funds will then be collected in the name of that student. At the end of the day prior to A-Day, funds donated will be tallied. The male and female who have collected the most money in their name will be announced at the A-Day breakfast. This not only benefits the contributing organization (by bringing attention to it), but also benefits the university. TJ also mentioned that Armani is getting the word out about this event. Denice added that this fund-raising activity had been very popular in the past.

TJ distributed business cards to those in attendance and invited retirees to let him know if they have any questions as time goes along.

3. The **minutes** of the meeting held June 2, 2017 had been distributed on line in advance of today's meeting. MOTION (Ruskell/McGukin): to approve them as distributed. The motion passed on a voice vote.

Debbie mentioned that she noticed in the minutes that the group might be looking for a student to play music at the retiree reunion event as an alternative to Bernie Wong, but didn't see that anything definitive had been decided about this. Denice reported that, after hearing others praise Bernie at our last meeting, she contacted Bernie and he agreed, as he has done in the past, to provide music as people come in to this event.

#### 4. **Pre-retirement brochure.**

Terri Bussey announced that she was attending today's meeting in place of Rodney Byrd. She explained that she and Rodney had talked about Human Resources paying the \$189 to reproduce 500 copies of the completed brochure. Both thought this could be handled through

their budget, but Juanita Hicks has not yet given "official" approval of this expenditure. Terri expressed the hope that they could get the final word to Mitch as soon as possible following today's meeting and stated that personnel in HR believe such a brochure benefits them as well as retirees.

Realizing that he could not make today's meeting, Rodney sent Anne a revised version of the brochure last night for the consideration of the Coordinating Council [see copy attached]. It was created using two colors on the opening page in light of suggestions made at our March 10, 2017 meeting. Anne distributed copies of this most recent version of the brochure, which she had reviewed and on which she indicated sections where she thought changes should be considered in either form or content. Others present at the meeting made additional suggestions for changes. It was agreed that we let HR know that we would like to see the following changes to the most recent draft:

Page with West Georgia logo on it

Column 1

Where wording is "Current Faculty/Staff Directory" - put that all on one line.

In fourth bullet point at bottom, change "The spouse is eligible until they remarry" to "The spouse is eligible until he or she remarries" (for grammatical correctness).

Column 2

For Alumni Travel Program opportunities, the phone should be 678-839-6384.

In the section on University System of Georgia Retiree Council, where the website is provided, put the word committees all on the second line instead of breaking up the word.

In the next to last paragraph - about the Association for Retired Faculty & Staff, remove the word "complete" in front of "well-being."

Column 3

Debbie mentioned that the words "STEPS TO RETIREMENT FOR FACULTY/STAFF" were hard to read because the light blue background covered up the lettering to some extent. She asked if there might be another way to present this.

In the first bullet point under Eligibility for Retirement, remove extra comma (,) after the word service

In third bullet point under "Eligibility for Retirement," remove space between the word "age" and the comma that follows it.

On the second page

Column 1

Under Four Years Prior to Retirement, second point - line up the P in Possible with the first letter of other points.

Column 2

Insert a line above "Two Years Prior to Retirement"

Phone number for the first point at the top of the column (where there are ????) should be 678-839-6403.

Insert a line above "Six Months Prior to Retirement" and move this section to the top of Column 3.

Column 3

Insert a line above "Three Months Prior to Retirement"

The last point made under this section (Three Months Prior to Retirement) should read:  
"Contact the ITS Help Desk if you wish to retain your westga.edu email account.  
678-839-6587"

Changes to Column 3, continued

Insert a line above "One Month Prior to Retirement"

Under "One Month Prior to Retirement" - put spaces between each point as appears in all other sections on this page.

It was further agreed that Anne will get detailed information about these changes to Rodney and Terri and will send final copy out to members of the Council for review before taking it to Publications and Printing. Terri mentioned that it would be helpful to have this brochure in printed form in time to take it to the Benefits Fair coming up on campus in October and Anne said it is also something she would like to be able to share at the November 3rd meeting of the USG Retiree Council. Jan said she thought it would be a good idea for ARFS to have a table at the Benefits Fair and others agreed. It was mentioned that the minutes for our meeting of March 10, 2017, indicated that we would like to have 500 copies of this brochure printed first time around.

Debbie asked if the Faculty/Staff Directory is still going to be printed. She reported that she did not receive a copy in 2017. Jan said that when she inquired about the absence of a 2017 directory, she was told that Publications & Printing was awaiting information from a department in Education. Terri explained that she has used search buttons to find folks on campus this year when she has needed to reach them. Jimmy explained that, in the past, Publications & Printing paid for the cost of compiling and printing these directories as a public relations gesture. When that department was required to operate in a profit-making fashion, however, the question arose as to who was going to pay for production of the directories, and has yet to be answered.

##### **5. The Transition to OneUSG.**

A discussion took place regarding how this transition had gone. Debbie asked whether HR had plans to make contact with persons who have not yet signed into OneUSG so as to ensure they complete this transition successfully. It was mentioned that several persons had trouble completing the process using the Call Center, although Shirley Wantland finally managed to successfully sign in over the phone. Burdett, on the other hand, was awaiting paperwork that was to be mailed to him after his phone-in effort. Mitch reported that most using the online website approach seemed to be able to complete the process successfully. Anne reported that Liz Key had called her recently after finding it impossible to sign in using the instructions received about online sign-up from the USG. And when Anne sent Liz the guidelines we had created, she still could not complete the process. Although Anne specifically instructed her NOT to call the Call Center, but to set an appointment instead with HR on campus to get needed assistance, Liz did eventually call the Call Center and is now awaiting paperwork from there to enable her to make this transition.

Terri reported that retirees who did not complete the process or understand that they were expected to do so have been calling HR after receiving billing notices this month which confused them. She also reported that several reported very long hold-times when they attempted to call in to OneUSG, and those contacting the Call Center didn't

seem to be completing any enrollment on line. Anne mentioned that she wrote Karin Elliott in late June to ask if was even possible for those initiating a phone call to the Call Center to ever be able to access their information on line, because no one she has spoken to who went through the Call Center was asked to answer any of the security questions that are the gateway to accessing one's records for those who signed up online. She has not yet heard back from Karin about this, however. Terri expressed the hope that no one will get dropped from coverage because of the problems they have had signing in to OneUSG, and mentioned that all retirees have until November to make this transition before becoming at-risk for coverage loss. It was also mentioned that some people still do not understand that they must arrange for any coverage costs to be made via a debit from their bank account. And if they have no bank account (or are not "bankable" for some reason), they may not understand that they have to PROVE this in some way in order to be permitted to continue to pay their premiums by regular mail.

Terri was asked if she could find out if anyone has completed the necessary paperwork by using the Call Center process, but said she was unsure how to go about this since HR no longer has access to prior ADP information. She recommended, however, that all retirees go on the website to check the accuracy and availability of their benefits information, because personnel in HR have discovered that not all data has been transferred from ADP to the new OneUSG system; some simply did not transfer properly and some did not transfer at all. Wanda underscored also the importance of accessing plan information and checking to be sure both beneficiaries and plans are set up properly and accurate information is in the OneUSG system about a retiree's mailing address.

Anne said she attended a TRS meeting last week that was designed to inform persons about how to handle the transition from employment to retirement. At that meeting, she heard the presenter mention that once you set a beneficiary you cannot change it later without there being a financial penalty for the change. Terri explained that this is only the case where a retiree has named a person who will be eligible for "survivor" benefits if the retiree himself or herself dies. And the reason change is problematic in this case is because the amount of the retirement benefit is determined at the time of retirement by the age of the person named to receive survivor benefits.

## **6. 2017 Annual Reunion - August 26, 2017.**

Denice reported that a contract has been signed with Sunset Hills and she has reviewed procedures followed last year (such as having seating for retirees at the front) and documents on file from last year (such as individual seat reservation forms) and she believes she understands how to organize for this event. Pledge cards for the Scholarship will be available on the tables. Invitations for the event went out last week and should be arriving at the end of this week or the beginning of next week.

The **agenda** for last year's reunion and General Membership Meeting was reviewed. Changes suggested: Change number to 13th Annual Reunion; change date to August 26, 2017; At 12:00 pm, change "Welcome from VP of ARFS" to "Welcome from ARFS President;" Find out if Anita's last name is Thomas or Wilson; remove 1:00 pm section on "Who We Are/ARFS background" since this material has been inserted into this year's commemorative booklet. Begin General Membership Meeting at 1:00 pm. Leave all other material as is.

Thus the new agenda would read as follows:

**Association of Retired Faculty and Staff 13th Annual Reunion**

Saturday, August 26, 2017

11:30 am

Sunset Hills Country Club

11:30 am	Social Mingle	
12:00 pm	Welcome from ARFS President Introduce Dave Fraboni, VP University Advancement	Mitch Clifton
12:05 pm	Welcoming Remarks	Dave Fraboni
12:10 pm	Presidential Remarks	Dr. Kyle Marrero
12:20 pm	Introduce Anita _____/ Call for Lunch	Mitch Clifton
12:25 pm	LUNCH	
1:00 pm	<u>General Membership Meeting</u> Treasurer's Report/Scholarship Report Presentation of Slate of Candidates	Mitch Clifton Karen Smith Mitch Clifton
1:20 pm	Program Presentation of Medallions	Clifton, Richards, Marrero
1:45 pm	Closing Remarks	Mitch Clifton
1:50 pm	ADJOURN	
1:55 pm	Honoree Photos Taken	

Denice further reported that the menu for the luncheon will be the same as last year and has been confirmed. A copy of the slate for the Membership Meeting will be on the table as will some copies of the agenda. It was agreed that a couple of these on each table would be sufficient. There is no need to provide one for every person in attendance.

Jan asked if someone has been contacted to take photos. Denice reported that Kevin Hemphill will be taking them.

Denice reported finding sample cards in the materials Meredith passed along to her. These were sent to retirees who could not attend the reunion/reception (along with copies of the commemorative booklet and a medallion) and sent to persons who had written tribute statements for retirees (along with a copy of the commemorative booklet). Many of the latter were sent through campus mail.

Denice asked for volunteers to assist with Registration and Wanda McGukin and Martha Ann Saunders volunteered for this. Our new tablecloth will be on display for this event. The Blue Coats are also going to be asked to serve as greeters. Frances mentioned that it is also a good idea for those of us on the Coordinating Council to mingle and serve as greeters as well. Last year Kevin drove the golf cart for persons wanting/needing assistance to get from the parking lot to the Country Club's main building. This year one of the Blue Coats is going to be asked to do this since Kevin will be taking photos.

So far as name badges are concerned, it was agreed that retirees will get a badge that can be pinned on to them, with their names printed in advance. A ribbon (available from the bookstore on campus) will be affixed to the honoree name badges. Guests will be given regular name-badge stickers. And if the stickers fall off too readily (as happened last year), Wanda recommended a box of straight pins be on hand so they can be pinned back on.

The list of names of retirees to be honored this year will be placed in the upcoming issue of the *Rejuvenator*, along with photos from last year's reunion. Frances said she thought the inclusion of these photos is a good way to "perk up" the publication.

Appreciation and thanks were expressed to Denice for all she has done to prepare for the upcoming reunion.

#### **7. The year's retirees.**

Anne distributed a summary sheet of all **retirees to be honored** at this year's annual reunion, along with a draft of the contents of this year's **commemorative booklet**. She explained that all tribute statements are now in and, thanks to the editorial expertise of Martha Ann Saunders, are in good shape for publication. Three photos are still missing or unaccounted for, but she hopes these can be rounded up by early next week or by the time a second proof is ready for the commemorative booklet. Information is also missing to clarify the types of degrees some retirees earned at UWG and the years in which they received those degrees (requested of Denice). And, in several places, information has yet to be clarified about retiree years of service or particular titles retirees held during the course of their employment (requested of Terri Bussey).

Anne invited all those receiving copies of this information to let her know about any changes they believe are needed. If they do so by the coming weekend, and other missing information is provided by early next week she said she plans to get the booklet to Publications & Printing around that time - so as to avoid being a part of the beginning-of-school pile up of projects to be handled in that office. The following corrections were suggested at the meeting:

Omit Dan Flinn and Swain Harris from the list of ARFS Coordinating Council members since they are not current members of the Coordinating Council elected at last year's meeting.

In the material about ARFS (bottom of first page, top of second page) change Denice to Denice in two places.

Jan Ruskell explained that Rachel Wood (in In Memoriam section) formerly worked as a departmental assistant in the Chemistry Department.

#### **8. Third Quarter Edition of the *Rejuvenator***

A discussion took place about material that should be included in the edition of the *Rejuvenator* that will come out prior to the reunion and the General Membership Meeting. As per the by-laws, the slate of candidates to be voted on should be in there. There will also be a list of names of retirees to be honored at this year's reunion (as mentioned in #6 above). Mitch has received a statement about the transition to OneUSG from Rodney Byrd, and, after verifying portions of it with Rodney, will make any necessary revisions and insert it

in this issue. There will be a scholarship update. Denice is working on production of a long article explaining the guidelines in place for use of Campus Center exercise facilities by retirees.

Denice mentioned that this edition of the *Rejuvenator* would be going out on email only - to persons on the ARFS listserv - in large part because there isn't adequate time to get it in the mail to persons in advance of the meeting. Noting that a lot of our members don't use email, Anne wondered how this might meet the requirements for notification in the ARFS bylaws.

**[EDITORIAL NOTE: It turns out that it does, however. The bylaws stipulate that "The agenda and items to be voted upon at (the Annual Meeting) will be posted, two weeks prior to the meeting on the Association's website, emailed to all on the Association's listserv, and also mailed to all active and associate members who request this."]** It was agreed that the information put out on the listserv this year about the slate and the agenda should include a statement encouraging those who receive it to spread the word among fellow retirees who might not use a computer. Next year, however, when invitations for the Annual Meeting and reunion go out, they will include a notice that reminds persons to check the website for the agenda and information about items to be voted upon at that meeting.

#### 9. Retiree Memberships in the Campus Center

Denice explained that, following a lengthy and involved approval process, **the request from ARFS to allow retirees free use of the Campus Center exercise facilities has been approved**, which is great news. Auxiliary Services has informed Denice that, based on their understanding of issues that might arise, the following **guidelines for use of these facilities by retirees have been established**:

- a. An ID is required for entry to the facilities. IDs that specify that a former employee is a retiree can be secured at the Card Services office on the second floor of the university's community center (UCC - round building near the library). If a retiree has his or her original ID, there is no charge. If a new card has to be created, there will be a \$20 charge for this.
- b. The preference of the Campus Center is that the retiree's ID say RETIREE on it so the staff at the Campus Center can create a profile for each individual in their system.
- c. Eligibility for access to these facilities will be authorized by August 5, 2017 (because renovations underway prior to that preclude use of the facilities). Following an inaugural year of retiree usage, access to these facilities is subject to change, but, for the time being, access is contingent upon the retiree going through a registration process, having an ID card that stipulates he or she is a retiree, visiting the UREC administration desk to set up an account (UREC is open Monday through Friday from 8am - 7:30 pm).
- d. Retirees will be asked to comply with all campus policies, including the one that requires an ID to enter the area in which exercise facilities are located. Retirees can be granted entry twice if they present without an ID card. But if a third violation occurs, the card requirement can not be waived and retirees without IDs will not be granted access to the facilities.
- e. Because the Campus Center is funded by student fees, retirees are advised to keep in mind that programs, music, and hours of operation are designed to be student-centered. Retiree requests to change the hours particular classes are offered to accommodate their needs are thus not appropriate.



- f. Retirees will not have access to the MyRec portal.
- g. Retirees who wish to register for group fitness programs must do so in person by meeting with an instructor in advance of the time given programs are offered, showing up at the time given programs are offered, or calling in advance to indicate their interest in given programs.
- h. Only UWG retirees are eligible for this free membership. Spouses and dependants are not.

It was agreed by those in today's meeting that this is a very positive outcome, and very generous on the part of the University. Denice agreed to summarize the above guidelines in a form that can be sent to the ARFS listserv, and will forward her summary to Mitch for distribution to that listserv. Mitch said he will also follow-up with an email of his own about this request being approved, and will draft a thank you letter to the President, Vice President, and any other administrators involved in making this decision. He also said he plans to thank the President for it at the annual reunion.

Debbie asked if we should consider adding an item to those listed in our pre-retirement brochure (see #4 above) to let retirees know that they should not discard their current ID card if they wish to take advantage of the free access to the Campus Center facilities without having to pay an additional \$20. It was agreed that this is something that might better be included on the ARFS check-out sheet that is put together by HR. Anne agreed to follow-up on requesting this because there are some additional changes she plans to request be made on the same form.

#### **10. Fall Programs for Retirees**

The group was reminded that the travel programs it has organized in the past at the Neva Lomason Library will come to a halt this Fall when the library undergoes renovation. In line with alternatives explored at our June 2nd meeting, Denice described the possibility of retirees attending an Alumni Art Show (scheduled for August 24 - September 28th, that includes a reception) in combination with a tour of the Visual Arts building on campus. She has spoken with James Davis, who oversees the Visual Arts building, to see about arranging a tour at that building which could be combined with a visit to the Alumni Art show and a lunch. Students may be working on projects in the Visual Arts building at the time such a tour takes place - in areas such as print-making, sculpture, the metal shop or the wood shop, etc. A designated time has not yet been set for this outing, but the idea was well-received by those on the Coordinating Council. It was agreed that, among other arrangements being made for it, attention has to be given to logistics (such as parking, providing for a shuttle bus for participants, etc.). If the Art Show is visited first (which takes place in the Humanities building) and then the group moves on to the Visual Arts building, it will likely be more convenient to plan for lunch at Z-6. If the Visual Arts building is visited first, followed by a stop at the Art Show, East Commons would be a more convenient spot for those interested in staying on campus for lunch. Denice said that the presence of retirees on campus via such outings can bring greater attention to our organization.

Given the interest expressed in the group, Denice said she will get back with James Davis to schedule a day and time for this tour that is best for students and faculty in the Visual Arts building. Anne requested that the tour not be scheduled in the week of September 11-15,

2017 because of so many other events taking place on campus that week (e.g., display of the AIDS memorial quilt at the Humanities Building, Health & Safety Week events, etc.).

A discussion took place as to whether outings like this should be scheduled quarterly or twice a semester. Because of retiree involvement in so many other organizations and activities, it was agreed that we will make a determination about this after we see how this first outing goes.

#### **11. Report on Barrier Team review of process for those over 65 attending classes free of charge.**

Denice reported that she has spoken with April Duffie about the request made last year by the Coordinating Council to look into problems Ben DeMayo brought to our attention when when persons over 62 seek to attend classes at USG colleges and universities free of charge (as authorized by the Georgia Legislature). Denice explained that the Barrier Team has lost two of its four members this past year, bringing a temporary halt to its work. It typically proceeds by doing a considerable amount of investigation to determine (a) if a barrier or barriers truly exist in a given situation, and (b) if this is the case, what can be proposed to the President to remedy the situation. At this point, it has been determined that the barriers Ben described truly do exist. The next meeting of the Barrier Team (with new members attending) will take place on August 2nd. In the meantime, Ben DeMayo has been informed that the process is moving forward and he is pleased that his coming to our Council for assistance has had some effect.

#### **12. Next meeting of Coordinating Council**

It was agreed that the next meeting of this Council will tentatively be held on Friday, September 29, 2017. Confirmation of the availability of the Alumni House Conference Room could not be secured at the time of today's meeting.

#### **13. Committee Reports**

##### **a. Nominating Committee**

Glenn Novak reported that the Nominating Committee will present the following slate to the General Membership Meeting for the composition of the Coordinating Council in the coming two years:

President - Mitch Clifton (2016-2018)

Vice President - Jan Ruskell (2016-2018)

Also, Scholarship Committee

Past President - Glenn Novak (2016-2018)

Secretary - candidate still needed (2017-2019)

Treasurer - Karen Smith (2016-2018)

##### **At Large Members:**

Jimmy Drew (2016-2018)

Dan Flinn (2017-2019)

Kathryn Grams (2017-2019)

Swain Harris (2017-2019)

Bruce Lyon (2017-2019)

Debbie Novak (2017-2019)  
Also, Scholarship Committee  
Linda Picklesimer (2017-2019)  
Bob Reeves (2017-2019)  
Gail Reid (2017-2019)  
Anne Richards (2017-2019)  
Also, Co-Chair, Program/Events Committee  
Martha Ann Saunders (2017-2019)  
Also, Co-Chair, Program/Events Committee

It was noted that new members of the Council should be informed that a single "year" in office runs from one annual reunion meeting to the next.

**14. Adjournment**

There being no other business, the meeting adjourned at 12:00 noon.

Respectfully submitted,

Anne C. Richards  
Secretary