

**UWG Association of Retired Faculty and Staff (ARFS)**  
**University of West Georgia**  
**Coordinating Council Meeting, June 2, 2017, 10:00 am - 11:27 am**  
**Conference Room, Alumni House**  
**MINUTES**

**Present:**

Mitch Clifton, Jimmy Drew, Daniel Flinn, Denice King, Bruce Lyon, Wanda McGukin, Debbie Novak, Glenn Novak, Anne Richards, Martha Ann Saunders.

**Guests:** Kathryn Grams, Ann Phillips

**Not present and excused:** Frances Jackson, Karen Smith, Linda Wagner

**Not present, not excused:** Jan Ruskell

1. Mitch **called the meeting to order** at 10:00 am. and asked those persons who didn't know one another to introduce themselves to each other.
2. The **minutes** of the meeting held March 10, 2017 had been distributed on line in advance of today's meeting. MOTION (McGukin/D. Novak) to approve them as distributed. These were approved on a voice vote.
3. In the absence of Rodney Byrd, who had agreed to bring a copy of the revised **pre-retirement brochure** to today's meeting, this item was postponed to our next meeting.
4. Ann Phillips, following up on a request from Sharon Nunnally, asked the Council to consider **honoring Dr. Bobby Powell** upon his retirement, since he will have 50 years of service to West Georgia on that occasion. Ann explained that she was the former coordinator of Disability Services on campus and Sharon Nunnally held the same position after her. They both found Dr. Powell to be an outstanding support person for students with disabilities. He always cooperated with their office and was especially responsive to students with disabilities. Sharon (who has MS) had a personal experience with him that led her to initiate this request. When she first came to West Georgia as a student, she was able to walk with crutches. One day, she was on her way from Gunn Hall to an orientation at the Ed Center. It was a very windy day and the wind blew her over. Bobby Powell came along, helped her up, and then drove her to Orientation. He also waited for her there, for a couple of hours until she went through the process, and made sure she got home safely. Others present at the meeting mentioned that Dr. Powell had never missed a semester of teaching in all of the 50 years he has been employed at West Georgia, even when he had a heart attack and was temporarily on dialysis. Wanda reported that he comes to tailgate events. Ann reported that she first met him in 1970 when she served with him on a committee to do something innovative about drug problems on campus.  
Anne explained that she had spoken with Dr. Powell, thinking he would be part of this year's group of retiree honorees, but learned that he actually isn't retiring until December of 2017. When she asked him if he wanted to give her information that would be needed to honor him in 2018, he emphatically told her that he would rather wait on doing that. Given that those present supported honoring him in some way, it was agreed that we will do this at the Fall 2018 ARFS reunion - and perhaps also do something at the last meeting of the General Faculty in Spring of

2018. It was agreed that we want to do something in his honor, but we are not sure just what that might be at this time. Denice suggested we consider gathering stories from persons who had fond memories of Dr. Powell (such as Sharon Nunnally's) and create a video that could be utilized as a way to honor him. This was an appealing suggestion to the group.

## 5. Upcoming 2017 Annual Reunion (August 26, 2017)

### ARFS BUDGET

Denice explained that the space (at Sunset Hills Country Club) has been reserved for this event and the budget for it has been worked out. ARFS has been authorized by the Foundation for \$3,400 in program support (\$3,000 for the coming year and \$400 rolled over from last year) to spend as we would like. This means that Karen Smith, our treasurer, will actually have a budget to oversee.

Denice reported that the amount spent on last year's event at the country club was \$2,152.80, so the bulk of our money potentially goes to this event if we continue to hold it without charging non-retiring attendees. We will essentially have the same menu. It is yet unclear how many will attend this year's event. We only know definitively that one retiree is unable to make it. An RSVP process has yet to be set up. The number of those attending last year has yet to be determined. Mitch reminded the group that, even when people RSVP, some who say they will attend don't show up, and some who do not RSVP do show up. Typically, these numbers cancel each other out, however.

Glenn asked for clarification as to whether the \$2,152.80 includes the **cost** of the tribute booklets and the medallions. Denice explained that postage and printing for items that have the University name on them (which includes the tribute booklets) are paid for out of another fund at the university. She wasn't sure about the cost of engraving the medallions, but thought we had an ample supply of medallions on hand. Anne said she understood Kevin had been checking on companies that might be able to supply new medallions because many of the ones remaining are scratched and unsuitable for distribution. Denice agreed to follow up with Kevin about this; to confirm the number remaining and to determine how new medallions will be paid for. She also agreed to confirm pricing for the menu.

Those who saw the new **ARFS tablecloth** at the Garden Party were very complimentary about its appearance - and said they look forward to its use at the retiree reunion.

A discussion took place regarding **the invitations** for this event. It was agreed to use the same format for them as last year, unless UCM wants to come up with something new. These will be sent out via email and regular mail. The "least expensive" versions are preferred. Anne reminded Denice that there are typically two runs printed - one for retirees being honored that is worded in such a way that they are invited to attend and bring guests with them, the other is worded in such a way that a person is invited to attend and bring a guest along. It was agreed that it is best for these invitations to go out early in July as people would be more likely to attend if given advance notice. Glenn also mentioned the "save-the-date" email that typically goes out to announce this event in advance.

A discussion took place regarding the possibility of having Bernie Wong (an alum) play piano as people assemble for the event (cost = \$50) or asking a music student to play (at a cost of \$25/hour). It was agreed to do the latter this year and Denice agreed to look into identifying a student who could do this.

A discussion took place about the possibility of shortening this year's program at the reunion. One way to do this is to eliminate the time Anne spent reviewing the history of the ARFS organization, some of the activities it sponsors, and the benefits available to those who are a part of it. It was agreed that all she had shared in the past could be inserted into this year's commemorative booklet.

#### **6. Retirees to be honored August 26, 2017**

Anne distributed a summary showing 30 retirees we already know will be honored this year; names of the persons who have agreed to provide tribute statements for them, and the status of photos and tribute statements received thus far. She noted that this is not a complete list because we may still learn of new retirees in the month of June. And she already knows of three persons who will be retiring after June 30, 2017 and will thus be honored in 2018. Denice reported that she has received information about yet another retiree - Joey Hanaford (Associate Professor of Art) - which she will send on to Anne.

#### **7. Garden Party recap and future activities for retirees.**

Denice mentioned that, if we decide to go ahead with a Garden Party in the future, the cost of doing so would come out of our budget. She informed us, however, that Alumni and Development personnel have made a decision not to hold this again next year. The decision was based on the following considerations: (1) no one new attended this year's event; (2) the event was attended by very few people; (3) the event cost \$500, which was a lot of money for the number of persons attending; and (4) in general there were more events held during Alumni Weekend than staff could effectively support simultaneously.

Denice suggested, as an alternative, our group consider using some of our funds for day trips. This might attract more attendees, and encourage greater participation in our organization. Denice has checked with Flournoy Charter about renting a bus for a bus trip. It costs \$650/day. Normally this company charges \$950/day, but has agreed to provide a discount for West Georgia outings. The bus seats 55, has WIFI and a restroom on board. Places suggested for travel include the Shrine of the Most Blessed Sacrament in Coleman, AL. There is a castle there, a sanctuary, and the scenery is reportedly beautiful.

Another alternative might be a "lunch and learn" program that would involve "behind the scenes" tours to places on campus such as the Visual Arts building, the Coliseum, the stadium, the Admissions building (with its new technology), Special Collections in the Ingram Library, and the Center for Public History. Kathryn Grams added that the School of Nursing's Simulation Lab might be another place to add to the list. Mitch suggested that the Geosciences building would also be a good addition. Denice said she has already contacted people who are willing to provide a tour for retirees at the locations she mentioned, and that lunch can be arranged at East Commons or Z-6 afterwards. A shuttle can also be arranged to take retirees from a central spot (say the parking lot at the stadium) to the location on campus planned for the tour.

Wanda said she would like to see us do something on campus first and build interest for a possible off-campus trip. It would be understood that attendees would buy their own lunch, as

they currently do following our travel programs. Denice mentioned that, if each of us brought a guest with us, an adequate number of attendees at such tours would be assured.

Mitch suggested we wait to see how much our annual reunion will cost us, and then plan for an on-campus tour. He also mentioned that there would likely be some interest in these programs from other persons in the Carrollton community. It was reported that the travel programs Jan has organized at the Neva Lomason Library will be at least temporarily suspended by the end of August because the library is undergoing extensive renovation after that time. That being the case, it was mentioned that a good time to hold the lunch and learn programs might be at 11:30 on the third Thursday of a month. The possibility of switching to a Friday (when fewer students are on campus and faculty schedules might be more free) was also mentioned. It was noted that, if a tour took place on the west side of campus the lunch would be more convenient to attend at Z-6. If it took place on the east side of campus, it would be more convenient to go to East Commons. Denice agreed to reach out to Auxiliary Services to see if the cost of meals on campus could be \$5 for retirees. It was agreed to promote such programs through an email blast and also in the next issue of the *Rejuvenator*.

Denice agreed to look at the dates and times for upcoming 3rd Thursdays or Fridays, check with campus personnel who are willing to guide such tours, and see which buildings are a better fit for these excursions at given times and on given days. Debbie mentioned that Cameron Covert (a retiree himself) had given a presentation in the past about the new Visual Arts building, and retirees might find it appealing to have a fellow-retiree (whom they knew) as their tour-guide. Wanda sent Denice contact information for Cameron during today's meeting.

#### **8. Third quarter edition of the *Rejuvenator*.**

It was agreed that this next edition would be sent out by August 1st at the latest. Glenn will prepare a statement about the slate of nominees for Coordinating Council offices and other positions. He asked others on the Council to be thinking about other topics that should be in there. Denice explained that the cost of printing and sending an issue out by regular mail is \$500 (for printing). In part this is because it's in color. She asked if the group wanted the most recent issue of the *Rejuvenator* sent out in paper form. It has only gone out via email thus far in order to alert retirees in a timely manner to the meeting about OneUSG scheduled for June 8th. And because it was three pages in length, it wouldn't lend itself to a paper format. Anne pointed out that many retirees are not using email (either due to some disability, the fact that their equipment is out of order, or their disinterest in that medium of communication). In this case, however, all retirees were sent a postcard about this meeting through regular mail. Ways to reduce cost of the newsletter were talked about, e.g., producing it in a smaller version, printing it in black and white and not in color. It was agreed that using color is more appealing, especially since we have photos in the newsletter (which most people enjoy seeing). Denice stated that in order to support the retiree group in a way that would get more people involved in the group and its activities, she's going to recommend we continue to send printed copies of the newsletter in color. Appreciation was expressed to Denise for getting out the most recent edition of the *Rejuvenator* so quickly and in such good shape.

Mitch asked for Council members to be thinking about articles that should be in the next issues.

Two mentioned were promoting attendance at the August reunion (in the July/August edition), and promoting the "Lunch and Learn" program (in the September edition).

## 9. **Date for next meeting of the Coordinating Council.**

It was agreed that it would be a good idea to schedule another meeting in advance of the August reception/reunion for retirees. The date selected is **Friday, July 21, 2017 at 10: 00 am.**

## 10. **Old business**

- a. **Problems concerning retirees taking classes.** Anne reported that, last she heard from both April and Ben, campus officials were "still working some of the kinks" in current policy. Denise offered to write April to ask her for a progress report.
- b. **April 7th, USGRC meeting.** Anne reported that her notes from that meeting have not yet been released, because Karin Elliott has not yet had adequate time to review them. There was one portion of the meeting in particular where Anne had incomplete notes. When she sought further clarification of the matter being discussed at that point, she was informed that this was material that should simply be deleted from her notes rather than circulated more widely. Anne said she hoped to have authorization to release the bulk of her notes before long.

One issue discussed at length there was the **OneUSG system** coming into effect as a replacement for ADP - a system to manage post-employment benefits. At Valdosta State University, the retiree association has secured an office. Retiree volunteers will staff that office and assist VSU retirees in logging on to OneUSG in order to enter necessary information regarding their dental, vision, and supplemental insurance benefits. Mitch announced that an information meeting will take place on our campus (in Z-6) on June 8th from 10 - 11 am about this process. Following that, retirees will be welcome to come to the Coliseum on campus between 9 am and 4 pm on June 27th and 28th to log into the OneUSG system. Mitch also announced that volunteers from the ARFS group are invited to assist retirees in this process. Anne and Wanda wrote down times they are available to assist. Mitch agreed to pass these on to Denise Robinson and to find out if any training is going to be provided to volunteers prior to June 27th and 28th. He said he hoped to handle the process at home on line the day before and then be better able himself to provide other retirees with information about how to negotiate the new system.

Dan Flinn mentioned that he has had difficulty getting medical bills paid since he has transitioned to Medicare, but that Rodney Byrd in Human Resources (Payroll) has been very helpful to him in dealing with these.

- c. **Campus Center Survey.** Mitch announced that the survey results are in and tabulated. 90 persons responded. 2/3 said they would make use of the facility if free memberships are provided to them. Because Kevin created the survey, Mitch sent the results on to Kevin to forward them to Dave Fraboni (his superior) and Mitch said he expected they would subsequently be sent on to President Marrero. He has not yet heard back from Dr. Marrero and doesn't know yet whether Dr. Marrero has even gotten the data. Debbie said she thought Mitch could simply have sent the results directly to Dr. Marrero since they had been in contact with one another about the matter earlier. Mitch said he reasoned that, since the matter involves funding, and Kevin had created the survey, he thought he should send it through channels. He agreed to reach out to both Dave Fraboni and President Marrero, however, if he doesn't receive a response soon.

## 11. Nominating Committee Report

Glenn Novak presented a report about the May 16, 2017 meeting of the Nominating Committee. Those participating in this meeting were: Mitch Clifton, Debbie and Glenn Novak, and Bruce Lyon. The Committee plans to put forth a slate of officers and Coordinating Council members that will appear in the *Rejuvenator* ahead of the August 26th meeting and will officially be presented at the August 26th meeting. Glenn said he was pleased to report that, after numerous phone calls, the following tentative slate has been created thus far:

President - Mitch Clifton (serving the second year of his first term) - through Fall 2018.

Vice President - Jan Ruskell (serving the second year of her first term) - through Fall, 2018.

Jan has let the committee know she has no interest in serving as President, however.

Secretary - Anne Richards' 2-year term as secretary ends in Fall, 2017 and she will be rotating off. No one has yet been found who is willing to serve in this capacity. Glenn reminded all who were approached that no one is expected to provide the same level of detail that have characterized Anne's minutes.

Treasurer - Karen Smith has agreed to continue to serve (through Fall 2018).

Past-President - Glenn Novak will continue to serve in this capacity.

Coordinating Council member nominees (serving two-year terms, 2017-2019)

include: Jimmy Drew, Dan Flinn, Kathryn Grams, Swain Harris, Linda Picklesimer, Bob Reeves, and Gail Reed. Gail has indicated that she travels a lot and will not be able to attend the August 26th reunion.

Debbie mentioned that it is important to remind new Coordinating Council members about the policy in the by-laws (Article 6, Section 3a) that requires Council members to inform the President of absences and subjects them to being considered resigned after they miss 3 meetings without being excused.

Glenn also mentioned that Frank Pritchett was invited to join the group but is not interested at this time. Betsy Griffies and Diane Williamson were also being considered. Betsy has declined but Diane has not yet made her decision. Glenn thanked Bruce Lyon for being "very assiduous" about recruiting new members for ARFS. Mitch announced that he has asked Karen Smith to reach out to Diane in the hopes of convincing her to join the Council.

Anne mentioned that Dave Ewert has sent out an announcement asking for the name of the person who will serve as a Director representing UWG at the GA-HERO meeting. In light of the fact that Wanda is leaving the Council at the end of her term, we had to identify another representative to this group. Mitch volunteered to serve as the Director in her place. Anne said that she also will be attending these meetings in her capacity as the current secretary of GA-HERO. Glenn stated that, if he could make the dates, he will attend as well.

## 12. Other Business

a. Debbie asked about the information Anne had circulated regarding **new policy** those **using @westga.edu email accounts** are expected to comply with in order for all @westga.edu email accounts to adhere to a "standardized format." Anne reported that she first saw an announcement about the policy change on the ALLFAC listserv and wrote Jane Simpson (who made the announcement) to ask if retirees were expected to comply with it. Jane informed her

that they are. Some at today's meeting said they thought this was unnecessary for retirees since they aren't conducting university "business" as active employees. Others stated they believed it was appropriate for retirees to adhere to this policy, especially those serving as officers of the retiree organization that is funded by the university and is considered a functional part of the institution. Denice provided background information as to why the policy was created in the first place, i.e., to eliminate a lot of material that was considered unprofessional, offensive, or inappropriate on individual email "signatures." Mitch said he would contact Jane Simpson about this. In the meantime, Anne explained that bringing an @westga.edu email account in line with this policy took her only about 5 minutes (and she doesn't consider herself technologically sophisticated by any stretch of the imagination). The url for taking care of this matter is: <https://www.westga.edu/administration/university-advancement/ucm/e-signature.php>

Those logging in to this url simply have to follow the directions provided. If any questions arise, April Saunders at UCM (678-839-6642 or [aprils@westga.edu](mailto:aprils@westga.edu)) can readily answer them.

b. Denice described an "amazing" **river-boat cruise to Ireland and five other countries**, which she participated in, that had been sponsored by the Alumni Association. It was a good opportunity to get to know all who went on the trip. Everyone ate meals in the same place. There was one lounge. Although a few things went wrong (e.g., three wheelchairs didn't show up as planned and some of the participants missed a flight as a result), overall things went very well. The Alumni & Development office is now planning two trips for next year. One will be a trip to Iceland in the summer. The other is another riverboat trip.

c. Given that **Denise Robinson is retiring** and so many on the Council have found her to be such a helpful and supportive staff person for retirees, Denice asked if we might want to do something special to honor her as she retires. It was agreed that this is something we can take up at our next meeting.

**Adjournment:** The meeting was adjourned at 11:27 am.

Respectfully submitted,

Anne C. Richards  
Secretary