

# Georgia College Retiree Association Leadership Team

Chair Paul Jahr, Vice-Chair Howard Woodard, Secretary/Treasurer Craig Turner

## Minutes 26 August 2020 WebEx Meeting

### Present

Paul Jahr, Dan Lavery, Pamela Levi, Ellen Paulish, Craig Turner, Howard Woodard

### Regrets

Robin Harris, Cecile Parker

### Call to Order

- Chair Paul Jahr called the meeting to order at 9:04am.

### Minutes

- Paul Jahr noted Craig Turner had provided a proposed final draft of the minutes of this body's 29 July 2020 WebEx meeting for review and approval.
- A motion to approve these minutes was made, seconded, and adopted with no further editions and no dissenting voice.

### Nametags

- From 24 June 2020 WebEx Meeting
  - Georgia College now has a standardized format for nametags. Members of this leadership team are eligible for a nametag.
    - Paul Jahr, Ellen Paulish, and Howard Woodard have nametags.
    - Those individuals for whom a nametag will be ordered at a cost of approximately \$7.95 each (the cost to be covered by funds remaining in our modest 2019-2020 budget) include at least Robin Harris, Pamela Levi, Cecile Parker, and Craig Turner.
- From 29 July 2020 WebEx Meeting
  - The order of aforementioned nametags has been placed via the bookstore.
  - Such nametags are ordered in batches of some size n (possibly n = 20).
  - Once this batch size n (possibly n = 20) of the batch containing our order is reached, our nametags will be ordered.
- From 26 August 2020 WebEx Meeting
  - Dan Lavery noted nametags have been received.
  - Dan Lavery to mail nametags to recipients.
  - This should complete the consideration of this item of business.

### Georgia College Update (Dan Lavery)

- Students moved to campus over two Saturdays (1 Aug 2020 and 8 Aug 2020) and fall classes began Wed 12 Aug 2020.
  - The default for fall 2020 semester classes (for the institutions comprising the University System of Georgia) is face-to-face delivery. If approved, classes could be delivered either totally online or in a hybrid (combination of face-to-face and online meetings) mode.
  - As fall 2020 classes began, there is a new normal with
    - hand sanitizer and masks available at various stations on campus,
    - employees, students and visitors mandated to wear masks, and
    - all classrooms reconfigured to support social distancing.
- Anticipate for Fall 2020, campus events will be implemented virtually to include but not necessarily limited to Alumni Weekend (Nov 1), Class Reunions, etc.
  - Retirees may be able to participate in Alumni Weekend at a distance (i.e. online or virtually) to reconnect with each other and former students.
- All events are being considered with enhancement, meaning to support online or virtual participation.
  - In the short run, this enhancement will support COVID-19 best practice.
  - Going forward, this enhancement will provide participants an online participation option.
  - Given travel logistics and costs, this option may encourage participation from some individuals who may not otherwise choose or be able to participate.
- As of Friday 23 Aug 2020, approximately 600 students are in quarantine due to COVID-19.
- As of Friday 23 Aug 2020, 175 COVID-19 cases confirmed. (Referring to GCSU COVID-19 website, the total reported since 18 June 2020 is 447. See the website for interpretation details <https://www.gcsu.edu/coronavirus/managing-covid> )
- Effective Friday 23 Aug 2020, The City of Milledgeville instituted a mandatory mask rule.
- A voluntary separation program is available to employees who are eligible to retire, though Dan Lavery did not have access to data revealing the number of employees who are exercising this option.
- The university website is nearing launch with a new look and feel. This new version is under review by content managers (webmasters) to ensure accuracy and timeliness of content as well as no broken links. The content freeze persists at this time.

- There is a monthly report from Human Resources listing all active and retired employees of the university from which we can mine information about retirees for sending communications from the Georgia College Retiree Association.

## **Meetings and Events of the Retiree Association**

- **From 29 Apr 2020 WebEx Meeting**
  - Paul Jahr asked Dan Lavery for an update on the scheduling of this meeting.
    - Dan Lavery noted realistically we can consider holding this meeting only virtually in light of the world-wide social distancing protocols due to the coronavirus pandemic. WebEx and Zoom are the possible channels for implementing this meeting.
  - Paul Jahr noted the only necessary business to conduct is the officer elections for 2020-2021 terms of service. Further discussion concluded these elections could be conducted electronically if necessary.
- **From 27 May 2020 WebEx Meeting**
  - All members present at the meeting agreed postponing the spring 2020 retiree council meeting (which had earlier been postponed to the summer 2020 due to the coronavirus pandemic) tentatively to fall 2020 – i.e. to a time when it could be implemented face-to-face rather than implemented electronically – was their preference.
- **From 24 June 2020 WebEx Meeting**
  - Fall 2020 Meeting of the Georgia College Retiree Association
    - Anticipate such a meeting to be scheduled for October/November
    - Anticipate such a meeting to be implemented online via WebEx
    - Anticipate a request for agenda items for such a meeting to be made at this body's next WebEx meeting
  - Spring 2021 Meeting of the Georgia College Retiree Association
    - Anticipate such a meeting to be scheduled for April/May
    - Anticipate setting a date for such a meeting at this body's next WebEx meeting
  - Paul Jahr requested an email from each member of this body to propose at least one event (perhaps a spring 2021 event given there will be no on-campus events in fall 2020) to promote involvement of retirees.
  - Paul Jahr welcomes recommendations regarding agenda items for Fall/Spring meetings as well as recommendations for information items to disseminate to the members of the Georgia College Retiree Association.
- **From 29 July 2020 WebEx Meeting**
  - Fall 2020 Meeting of the Georgia College Retiree Association
    - Anticipate the details (date, agenda, etc.) of such a meeting to be further discussed at this body's next WebEx meeting.
    - The campus is learning experientially about best practice in delivering virtual (online) meetings and our meeting will likely benefit from this experiential learning.
  - Spring 2021 Meeting of the Georgia College Retiree Association
    - Anticipate the details (date, etc.) of such a meeting to be further discussed at this body's next WebEx meeting.
  - List of proposed events for Spring 2021 offered by this body's membership
    - An event similar to what took place when we launched this Retiree Association
    - Support of athletics by attending events

- Support of theatre and music by attending events
- Attend one or more Jazz Band concerts
- Is there interest in reading the same book chosen for the University to read at the beginning of school (is that still done?) and discussing?
- Is there interest in a common book club on topics that would be important to living one's life in today's climate?
- Would there be interest in seeing the same movie (individually) and then a group critique?
- Is there interest in planning a trip for next summer and exploring the cultural, literature, etc. as a group beforehand?
- Is there still a "great Ideas" lecture series? I remember the Elderhostel came to those. Is that something we should consider doing?
- I still favor Andalusia and Sallie Davis house tours. If we have a clue about college events this fall, that might be helpful, but everything remains so unclear.
- As soon as the BOR announces what our benefits package will be, set up a webinar to explain what we can to the membership.
- Is there an interest and a potential to work with some of the academic programs?
- ADDED from the floor of the 29 July 2020 WebEx meeting
  - When feasible given COVID-19, bus trip to Fox Theatre for a performance followed by or preceded by a meal.
- From 26 August 2020 WebEx Meeting
  - Anticipate an email from Paul Jahr to continue consideration of this item.
  - At present, it is not likely feasible to consider promoting face-to-face activities until the COVID-19 protocols allow such activities.
- Anticipate further consideration of this item at this body's next WebEx meeting.

## Other Events (Tours)

- From 25 Mar 2020 WebEx Meeting
  - In addition to the aforementioned calendars, other possible spring 2020 events were to schedule a tour of at least one of the Governor's Mansion, **Andalusia**, and the Sallie Davis House.
  - Such tours are postponed indefinitely until the world-wide social distancing protocols due to the coronavirus pandemic are lifted.

## AROHE Webinar 12:00pm (Noon) Tue 10 Mar 2020

- From 25 Mar 2020 WebEx Meeting

Paul Jahr referenced the 12 Feb 2020 email invitation (quoted below).

Dear Colleague,

Please join us for AROHE's newest Idea Exchange Webinar on Tuesday, March 10 at 9 a.m. Pacific (10 a.m. Mountain, 11 a.m. Central and noon Eastern).

**"UC Retirees: Advocates, Ambassadors, Assets"** – A survey report that illustrates the value of retirees

Retirement organizations are often challenged with demonstrating the value of retired staff/academics. A recent survey report, published by the Council of University of California Retiree Associations (CUCRA), offers compelling data suggesting that many retirees remain curious, vibrant and productive, with a commitment to civic engagement and public service that helps to enhance the reputation and standing of their colleges/universities. Learn how

the survey was developed and conducted and, more importantly, how the report is being successfully used to educate campus/community leaders, create collaborations and promote support for retiree services and programs.

We hope that you can participate in this webinar. If your leadership team wishes to watch the webinar as a group, feel free to log in from a room with a big screen and participate together. The webinar will be recorded and made available to AROHE members who cannot participate on March 10.

- **From 29 Apr 2020 WebEx Meeting**

- Paul Jahr and Craig Turner attended this event. Prior to this meeting, Craig Turner had emailed his one-page notes on the webinar content to members of this body. These notes are attached to these minutes as Appendix W.
- The webinar noted retirees are an underutilized resource for advancing the mission of their university. Craig Turner suggested an exploration of mutual interest collaborations of retirees with the university administration at Georgia College is worthy of investigation. This may not be as feasible in the short run (in light of the world-wide social distancing protocols due to the coronavirus pandemic) as it could be in the long run. There was unanimous agreement from those present at this meeting with no dissenting voice.
- Messaging on this collaboration opportunity will be forthcoming (when practical) by Dan Lavery and/or Paul Jahr citing Craig Turner ([craig.turner@gcsu.edu](mailto:craig.turner@gcsu.edu)) as a point-of-contact.

## **AROHE (Association of Retiree Organizations in Higher Education)**

- **From 29 Apr 2020 WebEx Meeting**

- Paul Jahr recently listened in on the following AROHE webinar and plans to forward summary information to this leadership team as this summary information is made available.
  - **AROHE webinar: COVID-19-Strategies for Virtual Connections (Tuesday, April 28, 9 a.m. PDT, 10 a.m. MDT, 11 a.m. CDT, Noon EDT)**  
During this unprecedented worldwide pandemic with its resulting physical distancing and other personal protection measures, retirement organizations across North America suddenly have to find ways to engage their constituents and provide needed resources and information. Join us to learn more and share ideas about ways that retirement organizations are meeting the needs of retirees during this difficult time.
- Paul Jahr reminded individuals attending this meeting of the opportunity to participate in the following survey which was sent via an AROHE email.
  - **AROHE Survey of concerns and needs about the COVID-19 pandemic.** This brief survey of four questions seeks your input about concerns of individuals, retirees, retirement organization and campus retiree efforts; needs for information; and preferences for information formats. Given the timeliness of the topic, a quick response is encouraged.

- **From 24 June 2020 WebEx Meeting**

- AROHE is a national organization based in California promoting support for retirees and has a robust web presence with a vast array of content topics.
- AROHE sponsors periodic informational webinars and hosts a biennial conference.

- **From 26 August 2020 WebEx Meeting**

- Paul Jahr advertised an upcoming AROHE Webinar to those present, noting they could register for the webinar from the recent AROHE email.
  - **AROHE Idea Exchange: Taking the Pulse of AROHE Members**

- Wednesday, September 16, 9:00 a.m. – 10:15 a.m. Pacific Time
  - *During this time of uncertainty, AROHE member organizations have been quickly pivoting to meet the changing needs of their constituents, with many reported successes but also some challenges. During this informal Idea Exchange, AROHE will "take the pulse" of participating member organizations. In small groups, participants can join the online discussion to share their organization's one greatest current challenge and brainstorm ideas to help one another meet those challenges. AROHE's strength is member-to-member sharing of resources and ideas. Don't miss this chance to connect and learn from one another.*
- There are now 24 GCRA members (beyond the GCRA Executive Council members) who are registered AROHE members.
- Paul Jahr suggested submitting an article on Dennis Parmley regarding the prehistoric shark named to honor Dennis. Ellen Paulish volunteered to edit an existing article to the format appropriate for AROHE submission.
- Paul Jahr requested and received support from all present to inform his vote on the pending revision to the AROHE bylaws. See details below.

Dear AROHE Members,

The COVID-19 pandemic continues to provide ongoing challenges and in times of uncertainty, organizations should have the flexibility to respond quickly to rapidly changing situations. As part of our ongoing review of operational efficiencies, the AROHE Board of Directors is proposing an amendment to the AROHE bylaws so that we may respond effectively in times of extraordinary circumstances or exigencies.

To that end, we are presenting the addition of Article XVII to the AROHE bylaws, which requires a majority vote of AROHE members. Please take a moment to review the proposed amendment and vote by Tuesday, September 1:

**ARTICLE XVII: EXTRAORDINARY CIRCUMSTANCES**

In times of extraordinary circumstances or exigencies, the Board will be permitted to declare that the Association has been presented with an emergency and take actions on behalf of the membership to

1. postpone or cancel the biennial conference
2. postpone or cancel the biennial General Meeting when Member voting takes place
3. extend the term of Officers and Board members for a maximum of one year
4. waive the usual advance notice of Board meetings and distribution of the agenda
5. waive all requirements to use the postal system
6. organize virtual Special Meetings of the membership on short notice
7. adopt other measures as deemed appropriate

The President will communicate with all members about the emergency no less than 48 hours after the Board declares emergency measures must be taken.

The President will regularly update the membership about the impact of the emergency on the Association and the steps that are being taken.

The exercise of this article will expire no later than one year after the emergency declaration was adopted. Any proposed extension will be authorized at a General or Special Meeting.

## **Retiree Association Budget**

- **From 29 Apr 2020 WebEx Meeting**
  - Paul Jahr gave the following update about our retiree association budget.
    - Budgets are tight in light of the coronavirus pandemic.
    - Even so, we respectfully request monies from our budget be allowed to continue our AROHE membership for another year as the AROHE organization provides a wealth of beneficial resources for retirees.
    - Dan Lavery will check on the viability of this expenditure and report back.
    - Our budget is uncertain (on hold) for next year given the coronavirus pandemic.
- **From 27 May 2020 WebEx Meeting**
  - Dan Lavery reported the request for AROHE membership was approved and the check for membership fees is on its way to AROHE.
  - Paul Jahr noted AROHE limited participation to at most eight registered AROHE members per retiree association paying AROHE membership dues in the past membership cycle, yet it is his understanding AROHE welcomes AROHE registration of all members of such a retiree association going forward.
  - Paul Jahr sought and received approval from those present to include an invitation to all members of the Georgia College Retiree Association to have the opportunity to participate in AROHE as a registered AROHE member of the Georgia College Retiree Association. This will be included on the next email going to the membership of the Georgia College Retiree Association.
  - Paul Jahr intends to follow up and report back.
- **From 24 June 2020 WebEx Meeting**
  - Our check for dues has not yet been received by AROHE as their mail is filtered through the campus mail service of a California university where the campus mailroom has been closed since March 2020 due to COVID-19.
  - Paul Jahr has been in contact with AROHE dues-processors and been assured they are assuming our check for dues is in their backlog of mail which they anticipate will be delivered to them soon.
  - As mentioned earlier, nametags will be paid for out of this body's 2019-2020 budget <estimated cost is \$7.95 each> for those members of this body who have not received nametags earlier including at least Robin Harris, Pamela Levi, Cecile Parker, and Craig Turner.
  - The amount (if any) of the 2020-2021 budget for this body remains uncertain in light of the coronavirus pandemic.
- **From 29 July 2020 WebEx Meeting**
  - Paul Jahr noted AROHE limited participation to at most eight registered AROHE members per retiree association paying AROHE membership dues in the past membership cycle, yet AROHE welcomes AROHE registration of all members of such a retiree association going forward.
  - Paul Jahr sought and received approval from those present to include an invitation to all members (approximately 200 in number) of the Georgia College Retiree Association to have the opportunity

to participate in AROHE as a registered AROHE member of the Georgia College Retiree Association. This will be included in the next email going to the membership of the Georgia College Retiree Association.

- Should an individual retiree choose to become a registered member, that individual would be able to access secure AROHE content.
- An email has already been sent (28 July 2020) to the 22 individuals who confirmed the 2020-2021 GCRA Officer slate inviting them to become registered AROHE members. As of today, 2 of the 22 had responded.
- The amount (if any) of the 2020-2021 budget for this body remains uncertain in light of the coronavirus pandemic.
- From 26 August 2020 WebEx Meeting
  - A budget of \$1000 for the GCRA has been approved for the 1 July 2020 to 30 June 2021 fiscal year.
  - Paul Jahr invited suggested uses of this money to be submitted to him by email or offered now. The suggestion offered now was
    - refreshments and support of GCRA meetings during the fiscal year.
- Anticipate further consideration of this item at this body's next WebEx meeting.

## **Retiree Association Website**

- From 25 Mar 2020 WebEx Meeting
  - Paul Jahr noted a website advisory board – Robin Harris, Dan Lavery, Craig Turner, Howard Woodard – had been constituted at an earlier meeting of this leadership team. To date, this board has not yet convened its first meeting.
  - Dan Lavery indicated he will be making updates to the website.
    - The posted Calendar of Events will have to be annotated with a message such as *all events are canceled until further notice in light of the world-wide social distancing protocols due to the coronavirus pandemic*.
    - As it is convenient and practical, this body's minutes (meeting notes) will be added to the website.
- From 29 Apr 2020 WebEx Meeting
  - Dan Lavery plans to add to the website information pertaining to the COVID-19 virtual screenings available and the recent update on the prescription benefit.
  - Paul Jahr alerted those present to the 14-page Human Resources newsletter available at the newly formatted frontpage website <https://frontpage.gcsu.edu/> and encouraged those present to review this newsletter and email Paul Jahr with any recommendations on information to push out to the full retiree association.
- From 27 May 2020 WebEx Meeting
  - Dan Lavery added information to the website pertaining to COVID-19 virtual screening and the recent update on the prescription benefit.
  - Dan Lavery added names of this leadership body's members to the website.
  - Dan Lavery added the past minutes of this body (submitted to him by Craig Turner and Paul Jahr) to the website.
  - During this WebEx meeting, Dan Lavery filed a SERVE ticket to request the minutes be displayed in reverse chronological order and Dan Lavery will report back on the processing of this SERVE ticket.



- Dan Lavery reported today (27 May 2020) was the deadline for amending content for inclusion in the release of the new formatting of the university website. This release is scheduled for 1 July 2020.
- **From 24 June 2020 WebEx Meeting**
  - Dan Lavery noted there is a content freeze to all Georgia College websites until the launching of the new formatting anticipated 1 July 2020.
  - Dan Lavery indicated he intends to try to add to the website the minutes for the 27 May 2020 meeting of this body which were adopted earlier during this meeting.
- **From 29 July 2020 WebEx Meeting**
  - Dan Lavery noted there is a content freeze to all Georgia College websites until the launching of the new formatting, which was initially anticipated 1 July 2020, yet now has been delayed due to COVID-19 and the launch date is to be determined.
  - Dan Lavery indicated no content can be added until the launch.
  - Once the launch occurs, we can review our content and make desired and necessary updates.
  - Until the launch occurs, the 29 Apr 2020 WebEx meeting minutes will remain the most recent minutes posted to the website.
- **From 26 August 2020 WebEx Meeting**
  - The university website is nearing launch with a new look and feel. This new version is under review by content managers (webmasters) to ensure accuracy and timeliness of content as well as no broken links. The content freeze persists at this time.
- Anticipate further consideration of this item at this body's next WebEx meeting.

## **Ad Hoc Nominating Committee**

- **From 25 Mar 2020 WebEx Meeting**
  - The current members of this committee are Robin Harris (chair), Pam Levi, Cecile Parker, and Virginia Simmons.
    - Paul Jahr explained the committee exceeded the size of three called for in the bylaws due to the timing of responses from its volunteer members.
    - Paul Jahr sought and received permission from all in attendance (with no dissenting voice) of this meeting to allow this committee to operate at its current size.
  - Paul Jahr to contact Robin Harris by email today and inform/remind her of the
    - one-year terms of service for officer positions
    - self-nominations of Craig Turner, Howard Woodard, and Paul Jahr for secretary-treasurer, vice-chair, and chair, respectively
    - willingness of Paul Jahr to step aside (rescind his self-nomination) if one or more other individuals accept a nomination to serve as chair
    - need for a statement issuing a call for nominations for the newsletter no later than tomorrow (Thursday 26 March 2020) as the newsletter includes some time-sensitive information making its timely delivery desirable
- **From 29 Apr 2020 WebEx Meeting**
  - Paul Jahr noted the recent call for nominations for officers of the retiree association extended via the most recent email update.

- There will be another call for nominations sent with the next email update to all retirees for whom we have an email address by Dan Lavery. This next update will also include health informational updates.
  - Dan Lavery is the only individual authorized to post these email updates.
  - Howard Woodard expressed his willingness to step aside (rescind his self-nomination) if one or more other individuals accept a nomination to serve as vice-chair.
- **From 27 May 2020 WebEx Meeting**
  - Two calls for nominations (including self-nominations) for officers of the Georgia College Retiree Association have been sent to the membership producing no new nominations.
  - The current slate of nominees are Chair Paul Jahr, Vice-Chair Howard Woodard, and Secretary Craig Turner.
  - Pam Levi, Cecile Parker, and Virginia Simmons were each invited by Paul Jahr to join this body and to date there have been no replies to these invitations. Paul Jahr to follow up and report back.
  - Paul Jahr requested from all present additional individuals to invite and Craig Turner suggested Dr. Greg Jarvie for consideration. Paul Jahr intends to extend an invitation to Greg and report back.
- **From 24 June 2020 WebEx Meeting**
  - As Robin Harris had extended regrets and was not present, Paul Jahr provided the report for the ad hoc nominating committee.
  - Paul Jahr noted 22 members of the retiree association responded to confirm the proposed slate of officers. Paul Jahr will follow up with these responders and thank them for their participation in the officer slate confirmation as well as provide them the opportunity to express their preferences and interests in becoming active in the retiree association to include participation in meetings of this body.
  - Paul Jahr noted the confirmed slate of officers with 2020-2021 terms of service were Chair Paul Jahr, Vice-Chair Howard Woodard, and Secretary /Treasurer Craig Turner. Thus, Howard Woodard will serve as chair for 2021-2022.

## **Retirement Brochure**

- **From 22 Jan 2020 WebEx Meeting**
  - Paul Jahr has contacted President Dorman to request he and his executive cabinet review the draft retirement brochure and provide feedback. President Dorman accepted and this item is on the agenda for the next meeting of his executive cabinet which has yet to occur.
  - Once the feedback (if any) from the executive cabinet is processed, the updated retirement brochure will be sent by Howard Woodard to the contact at the University System of Georgia for a review for compliance with Board of Regents and University System of Georgia policies.
- **From 19 Feb 2020 WebEx Meeting**
  - Paul Jahr had not yet received an email indicating this review had taken place and he will look into this and report back.
  - Paul Jahr encouraged Howard Woodard to send the brochure for this review as soon as possible and suggested the feedback from both reviews could be processed in parallel.
  - Dan Lavery has access to some colleagues who are brochure specialists and these specialists are presently incorporating the editorial suggestions received (from Howard Woodard and Craig Turner) during the recent email review of the current draft by this leadership team.
- **From 25 Mar 2020 WebEx Meeting**

- There was a proposal the long sentence in item 2 of the quoted BoR policy 8.2.8.2 – referencing the possibility of an early pension benefit penalty – be shortened, due to brochure space considerations, to something like *An early pension benefit penalty may apply for TRS and ERS participants (see 8.2.8.2 item 2 for details)*.
- There was a proposal the url to the AON website be inserted in bullet four of the 3 Months Prior list.
- Both proposals were endorsed by all in attendance with no dissenting voice.
- **From 29 Apr 2020 WebEx Meeting**
  - Paul Jahr received no editorial suggestions from President Dorman’s Executive Cabinet, yet was reminded to ensure the final draft be submitted to the President’s Office for approval prior to any distribution of the brochure.
- **From 27 May 2020 WebEx Meeting**
  - Dan Lavery incorporated the endorsed editorial revisions and forwarded a revised copy to Howard Woodard.
  - Howard Woodard sent this draft to his contact (Karin) at the University System of Georgia for a review for compliance with Board of Regents and University System of Georgia policies. To date, he has not received a reply.
- **From 24 June 2020 WebEx Meeting**
  - Paul Jahr noted the draft brochure has been reviewed by the university counsel and approved AND President Dorman requested the draft brochure be reviewed by pertinent USG/BoR staff.
  - Howard Woodard received an email from his contact (Karin) at the University System of Georgia noting she and her staff were performing the review for compliance with Board of Regents and University System of Georgia policies and indicating she would email him when the review was complete. To date, he has not received an email to indicate completion and presently Howard Woodard anticipates this email by the end of this week.
- **From 29 July 2020 WebEx Meeting**
  - Howard Woodard received an email from his contact (Karin) at the University System of Georgia noting she and her staff performed the review for compliance with Board of Regents and University System of Georgia policies and indicating the draft was approved as submitted.
  - A link was shared by the USG contact (Karin) to ultimately be added to our website, once the corresponding information at the link is updated.
- **From 26 August 2020 WebEx Meeting**
  - Howard Woodard did forward the email from USG Contact (Karin) regarding the brochure review to Paul Jahr.
  - Paul Jahr and/ or Dan Lavery to ensure university approvals appropriate for university brochures are secured. Paul Jahr secured approval from Human Resources Director (Carol Ward) and University Counsel (Qiana Wilson).
  - Dan Lavery to post the brochure, once it receives the appropriate approvals, to the website.
  - Once it is posted to the website, Howard Woodard to share the link to our brochure with USG Retiree Council as a point of information.

- Two outreach channels to disseminate the brochure to university employees would be New Faculty Orientation and University Senate, in addition to pertinent administrators such as President Dorman.
- Anticipate further consideration of this item at this body's next WebEx meeting.

## **Emeritus/a Faculty/ Administrator Clarification**

- From 19 Feb 2020 WebEx Meeting

- Paul Jahr sought guidance by email from the leadership team on the following question: a retiree had asked about the policy regarding having Emeritus/a faculty members included in their department's information on the Georgia College website with the other current members of the faculty of their departments.
- Craig Turner responded to this request for guidance and he shared a link (<http://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Appointments-Qualifications-for-Emeritus-Title> ) to the pertinent policy in the Georgia College Policies, Procedures, and Practices Manual and quoted the pertinent excerpt from that policy which is provided here as a convenience.

*Upon approval of emeritus/emerita status, the faculty member/ administrator shall be entitled to the following, provided the university has adequate resources:*

- *Emeritus/Emerita photo identification card*
- *Full library privileges, using emeritus/emerita I.D. card, including borrowing rights and interlibrary loan privileges*
- *Option to purchase an employee parking permit if not currently employed by Georgia College*
- *Admission to campus events – the same as an active employee – with emeritus/emerita I.D. card*
- *Invitation to march in academic procession at commencement or other occasions*
- *Invitation to attend academic year opening university faculty meetings*
- *Inclusion in faculty/staff lists on the college/department/unit website for living emeritus/emerita faculty and administrators*
- Paul Jahr has a pending request of the provost (Costas Spirou) for a list of emeritus/a faculty/ administrators and once this list is received, a request of the provost can be made to alert those maintaining the pertinent websites of the allowance to list living emeritus/a faculty/ administrators in faculty/staff lists on college/ department/ unit websites.
- Paul Jahr indicated he did not think he had received this list and would check his email and follow up (if necessary) and report back.

- From 25 Mar 2020 WebEx Meeting

- Paul Jahr sought guidance – primarily from Dan Lavery – on how soon to proceed on this matter in light of the world-wide social distancing protocols due to the coronavirus.
- Dan Lavery suggested postponing the action (of Paul contacting Provost Spirou) until next week given the aforementioned anticipated (within the next 48 hours) information from the Georgia Governor that will inform university operations effective next week.

- From 29 Apr 2020 WebEx Meeting

- Paul Jahr contacted Kathy Waers to see if the President's Office can assist in updating the Emeritus/a list.
- In the recent past, letters of notification of receiving emeritus/a status have been received either from the Provost or the University President.
- The letter of the current emeritus/a policy indicates a retiree initiates the application for consideration of the emeritus/a title, although common practice is the department chair nominates in consultation and with the approval of members of the department.
- Craig Turner provided an email prior to this meeting including a list of individuals who may be missing from the emeritus/a list circulated by Paul Jahr and indicated his list was authentic yet likely not comprehensive.
- Howard Woodard indicated Kyle Bloodworth (on the current draft of the list) was likely actually referring to Kaye Bloodworth.
- Paul Jahr to forward Craig's list and the possible error (Kyle to Kaye) to assist in the updating of the emeritus/a list and report back.
- Once this emeritus/a list is updated, we can return to the original purpose (see request under the 19 Feb 2020 section of this topic).
- **From 27 May 2020 WebEx Meeting**
  - Paul Jahr and Craig Turner contacted President Dorman requesting information on the process by which individual retirees can determine and/or authenticate their emeriti title status (i.e. either they have or have not been awarded this title). President Dorman responded and was extremely supportive assigning the resolution of the issue to Provost Spirou, who in turn responded in an extremely supportive manner.
  - Paul Jahr intends to follow up with Provost Spirou and report back.
- **From 24 June 2020 WebEx Meeting**
  - At least 230 retirees have received the emeritus/a title and have been placed on the aforementioned list.
  - We are assembling the data (the emeritus/a title list) to ultimately inform college/department/unit webmasters of their opportunity to include in faculty/staff lists on their respective college/department/unit website information about living emeritus/emerita faculty and administrators.
  - Paul Jahr noted the passing of emeritus faculty member Richard Kastory.
  - Paul Jahr has an email request for information regarding the campus protocols to follow to officially report the passing of a retiree to the university and has not yet received a reply.
- **From 29 July 2020 WebEx Meeting**
  - Neither Paul Jahr nor Craig Turner had updates to share.
  - A summary of the activity to date on this matter was shared for the benefit of the recently added members of this body.
- **From 26 August 2020 WebEx Meeting**
  - Paul Jahr anticipates completing our efforts on this initiative by finalizing the Emeritus/a list and emailing it to university officials (President Dorman, Provost Spirou, possibly others) and ccing this email to members of this body. Paul Jahr anticipates sending this email by the end of business today.
  - This should complete the consideration of this item of business.

## **Family Scholarship Fund**

- **From 19 Feb 2020 WebEx Meeting**
  - Dan Lavery noted the current five-year campaign of the advancement office would conclude 30 June 2020.
  - Dan Lavery noted (as part of the current campaign) a request from the advancement office for contributions to the family scholarship fund will be made to faculty, staff, and retirees at some point in the spring 2020 semester. Those eligible to be recipients of these scholarships are children and grandchildren of both current and retired Georgia College faculty and staff.
  - Dan Lavery might report back on this item at this body's next WebEx meeting.
- **From 25 Mar 2020 WebEx Meeting**
  - This initiative is being put on the back burner for now in light of the world-wide social distancing protocols due to the coronavirus pandemic.
- **From 24 June 2020 WebEx Meeting**
  - Dan Lavery noted this fund was established three years ago by President Dorman to support scholarships for the children and grandchildren of both current and retired Georgia College employees.
  - The Georgia College Retiree Council strives to support this fund both philosophically and financially, including the consideration of fund-raising from retirees.
  - Efforts of such support were put on the back burner in light of the coronavirus pandemic.
  - In the future, when practical, efforts of this support will resume.
- This initiative will be reconsidered at some future time.

### **University System of Georgia Retiree Council (USGRC) & Liability Insurance Query**

- **From 19 Feb 2020 WebEx Meeting**
  - Paul Jahr noted the next meeting of the USGRC was scheduled for 24 Apr 2020 at Middle Georgia State University. There is a \$15.00 registration fee for attendees of this meeting.
  - The exact timing of the meeting was not recalled but historically these meetings start at 10:00am and end at 2:30pm. Paul Jahr indicated he would confirm the start/end times of the 24 Apr 2020 meeting and report back via email.
  - It was noted our voting representative to the USGRC is Paul Jahr with Howard Woodard serving as alternate voting representative. That said, Paul Jahr indicated members of the leadership team could attend this meeting, particularly due to its convenience (close proximity to Milledgeville) for the 24 Apr 2020 meeting. Paul Jahr encouraged those present who are interested in attending to let him know of their interest by email.
- **From 25 Mar 2020 WebEx Meeting**
  - The 24 Apr 2020 face-to-face meeting has been canceled in light of the world-wide social distancing protocols due to the coronavirus pandemic.
    - These protocols have also delayed the activity of a USGRC committee on which Howard Woodard serves, who were going to survey all USG institutions to determine whether or not liability insurance coverage of each USG university applies (is extended) to its retiree council officers.
  - Howard Woodard suggested this body could contact pertinent university personnel to obtain definitive information on this coverage to this body's officers.
  - Paul Jahr, as chair, agreed to seek this information and report back.
- **From 29 Apr 2020 WebEx Meeting**

- Paul Jahr has contacted Qiana Wilson (University Counsel) who is looking into this matter and Paul Jahr will report back.
- **From 27 May 2020 WebEx Meeting**
  - The response Paul Jahr received from University Counsel includes:
    - I have just heard back regarding your liability question. There is NO liability coverage for non-active employees. If there are active employees within the group, they would be the only individuals covered under our liability insurance.*
  - Prior to the outbreak of the coronavirus, this same issue was planned for the consideration of a committee of the USG Retiree Council and Howard Woodard is a member of that committee. Howard Woodard intends to follow up and report back.
- **From 24 June 2020 WebEx Meeting**
  - Howard Woodard indicated the USG Retiree Council committee on which he was serving has likely sunset given the terms of the new USG Retiree Council officers have begun. These new officers may decide to continue the planned consideration to survey all USG institutions to determine whether or not liability insurance coverage of each USG university applies (is extended) to its retiree council officers.
  - Meetings of the USG Retiree Council are suspended until 2021.
  - The USGRC shall participate in the University System of Georgia (USG) governance process by consulting with and advising the Chancellor or the Chancellor's designee(s) and formulating recommendations concerning the establishment of policies and procedures for the promotion of the general welfare of System retirees and of the University System of Georgia.
  - The USGRC historically meets once each semester.
- This topic will be discussed further at this body's next WebEx meeting.

### **University System of Georgia Retiree Council (USGRC)**

- **From 27 May 2020 WebEx Meeting**
  - Howard Woodard noted with the exception of officer elections, all business of this organization is in abeyance in light of the world-wide social distancing protocols due to the coronavirus pandemic.
- **From 24 June 2020 WebEx Meeting**
  - Howard Woodard noted with the exception of officer elections which have now occurred, all business of this organization is in abeyance in light of the world-wide social distancing protocols due to the coronavirus pandemic.
- **From 29 July 2020 WebEx Meeting**
  - Howard Woodard reported USGRC officers with 2020-2021 terms of service have been elected during May/June 2020.
  - To date, there are no meetings or events planned for the USGRC.
  - Anticipate announcements from current USGRC officers.
- **From 26 August 2020 WebEx Meeting**
  - As GCRA Chair, Paul Jahr is our voting representative to the USGRC.
  - All business of this organization is in abeyance in light of the world-wide social distancing protocols due to the coronavirus pandemic.
  - Virtual (online) meetings are being considered for the foreseeable future.
- Anticipate further consideration of this item at this body's next WebEx meeting.

## **Georgia Association of Higher Education Retiree Organizations (GA-HERO)**

- From 27 May 2020 WebEx Meeting
  - From Howard Woodard noted the business of this organization is in abeyance (with few exceptions) for calendar year 2020 in light of the world-wide social distancing protocols due to the coronavirus pandemic. To be specific,
    - There will be a June 2020 meeting of the GA-HERO Board.
    - All GA-HERO business meetings scheduled for 2020 have been canceled.
    - Under active consideration is the scheduling and planning of a GA-HERO business meeting in 2021, contingent on the evolving protocols for the coronavirus pandemic.
- From 24 June 2020 WebEx Meeting
  - Paul Jahr noted GA-HERO generally meets twice a year and we can send multiple members to the GA-HERO meetings yet have only one voting member on GA-HERO – presently Howard Woodard.
  - Howard Woodard noted virtually every meeting of GA-HERO includes a guest speaker to offer pertinent information to retirees. At a recent meeting, the guest speaker was a member of law enforcement who provided an informative talk on senior fraud prevention.
  - Howard Woodard noted GA-HERO has recently elected its officers with 2020-2021 terms of service.
  - Howard Woodard noted his term as our voting member expires on 30 June 2020, and a successor needs to be selected for a two-year term of service commencing 1 July 2020 and ending 30 June 2022.
    - Paul Jahr asked Howard Woodard if he was willing to accept a nomination to continue serving on GA-HERO as our voting member. Howard Woodard responded he was.
    - Paul Jahr invited the other members of this body to self-nominate for this position. No self-nominations were forthcoming.
    - Howard Woodard was elected as our GA-HERO voting representative with no dissenting voice.
- From 29 July 2020 WebEx Meeting
  - Howard Woodard reported there will be some updates forthcoming to the GA-HERO website to include but not be limited to the following.
    - Howard Woodard's term of service as Georgia College & State University Director (referenced as voting member above) is (as indicated above) 2020-2022.
    - Georgia College & State University will be added to the list of voting member organizations.
- From 26 August 2020 WebEx Meeting
  - Howard Woodard is our voting member to the GA-HERO.
  - All business of this organization is in abeyance in light of the world-wide social distancing protocols due to the coronavirus pandemic.
  - Virtual (online) meetings are being considered for the foreseeable future.
- Anticipate further consideration of this item at this body's next WebEx meeting.

## **Learning in Retirement (LIR)**

- From 19 Feb 2020 WebEx Meeting
  - Paul Jahr reminded those present of his consultation with the LIR leadership in October 2019. Since then, Paul Jahr had followed up by email several times with no response to date. Paul Jahr indicated his intent to continue following up.



- **From 25 Mar 2020 WebEx Meeting**
  - Paul Jahr noted the March 2020 LIR face-to-face meeting has been canceled in light of the world-wide social distancing protocols due to the coronavirus pandemic.
  - John Sallstrom will take Paul Jahr to the next LIR meeting.
  - Paul Jahr noted this year is the 25<sup>th</sup> anniversary of the founding of the LIR, so he anticipated this next meeting being scheduled as soon as it is feasible to do so.
- **From 29 Apr 2020 WebEx Meeting**
  - Paul Jahr noted the meetings of this body have been repeatedly rescheduled and then postponed due to the coronavirus pandemic.
  - The 25<sup>th</sup> anniversary of LIR is next week yet is anticipated to be postponed.
  - Paul Jahr noted John Sallstrom remains active as his source of LIR updates.
- **From 27 May 2020 WebEx Meeting**
  - Paul Jahr noted business of this organization continues to be in abeyance with a standing meeting scheduled for the third Friday of each month.
  - The May 2020 LIR meeting was canceled.
  - Still pending is consideration of the scheduling of the 25<sup>th</sup> anniversary contingent on the evolving protocols of the coronavirus pandemic.
- **From 24 June 2020 WebEx Meeting**
  - Paul Jahr noted this organization has a standing meeting scheduled for the third Friday of each month.
  - John Sallstrom continues to be a source of information on the activities of this organization for Paul Jahr.
  - Paul Jahr anticipates attending the July 2020 meeting of this organization unless it is cancelled like the recent meetings have been.
- **From 29 July 2020 WebEx Meeting**
  - Paul Jahr noted John Sallstrom continues to be a source of information for LIR activity and LIR meetings continue to be scheduled for the third Friday of the month and postponed due to COVID-19.
- **From 26 August 2020 WebEx Meeting**
  - Paul Jahr noted John Sallstrom was among the eighteen dues-paying LIR members in attendance of the online LIR meeting held last Friday (23 Aug 2020). No details of that LIR meeting's content were available.
- Anticipate further consideration of this item at this body's next WebEx meeting.

### **Retirement Council Facebook Presence**

- **From 25 Mar 2020 WebEx Meeting**
  - Ellen Paulish asked *What is the current Facebook presence of the retiree council?*
  - Dan Lavery noted it definitely includes a Facebook event presence, and a Facebook page presence could be activated if it is not already in place.
  - Dan Lavery will investigate and report back at this body's next WebEx meeting.
- **From 29 July 2020 WebEx Meeting**
  - Dan Lavery noted the existing Facebook presence for the GCRA can be dusted off and enhanced and updated as necessary and become a communication channel going forward.

- Anticipate further consideration of this item at this body's next WebEx meeting.

### **Helping Hands (Student Emergency Fund)**

- From 29 Apr 2020 WebEx Meeting
  - Dan Lavery noted there were at least 300 student applications for assistance from this initiative and this much needed assistance has been regularly distributed to these applicants.

### **ZOOM**

- From 29 Apr 2020 WebEx Meeting
  - Dan Lavery noted the university has secured licenses and is engaging in a parsimonious use of ZOOM to implement meetings such as Virtual Alumni Class Reunions (ten of these) and department meetings. Much more commonly in use is WebEx.
  - Howard Woodard noted ZOOM is easier to use than WebEx as it is less secure and has been routinely hacked resulting in significant drops in its stock prices.
  - These security challenges are primarily why ZOOM is sparingly used.
- From 27 May 2020 WebEx Meeting
  - Howard Woodard noted the security challenges of ZOOM remain a point of concern with no resolution.

### **Ideas for Connecting to and Communicating with Retirees**

- From 29 Apr 2020 WebEx Meeting
  - Paul Jahr invited feedback from those in attendance on this topic.
  - No concrete ideas were immediately forthcoming.
  - This topic may be informed by the aforementioned 28 Apr 2020 AROHE Webinar.
- From 24 June 2020 WebEx Meeting
  - Paul Jahr requested an email from each member of this body to propose at least one event (perhaps a spring 2021 event given there will be no on-campus events in fall 2020) to promote involvement of retirees.
- From 26 August 2020 WebEx Meeting
  - Paul Jahr has begun a dialogue with Alumni Association President-Elect Ryan Greene on how retirees might participate in the virtual alumni week activities. More details will be shared as they become available.
  - There may be a webinar in preparation (by the USGRC) pertaining to health benefits for the 2021 calendar year for AON-eligible (i.e. Medicare-eligible) retirees and possibly also those retirees not yet using AON.
    - GCRA may sponsor such a webinar, particularly should the USGRC choose not to do so.
  - Paul Jahr reported he has used contact information from a spreadsheet supplied by Dan Lavery (last updated November 2019) to reach out to retirees.

- Paul Jahr has begun a dialogue with President Dorman on how retirees might collaborate with units of the university. President Dorman shared this exploration with his direct reports at a recent cabinet meeting (asking them to consult with the units in their charge) and is awaiting their feedback. More details will be shared as they become available.
- Anticipate further consideration of this item at this body's next WebEx meeting.

## **2021 Calendar Year Retiree Benefits Timeline**

- From 29 July 2020 WebEx Meeting
  - AON: Opens 15 Oct 2020, anticipate announcements and online training
  - USG: To be determined, this timeline is still in preparation
- From 26 August 2020 WebEx Meeting
  - A memo dated 24 August 2020 pertaining to calendar year 2021 Health Benefits is available as an announcement on GCSU Frontpage <https://frontpage.gcsu.edu/node/5415> and also included as Appendix H in these minutes.
  - Medicare-eligible retirees are reminded to obtain their health benefits via AON. Failure to use AON could result in loss of benefits going forward.
- Anticipate further consideration of this item at this body's next WebEx meeting.

## **GCRA Bylaws**

- From 29 July 2020 WebEx Meeting
  - Craig Turner recommended the current GCRA Bylaws be reviewed for consistency with our current practices.
  - One illustrative example was the size of the ad hoc nominating committee: in our bylaws it is given as exactly three though we recently had a committee of size four. This could be easily modified by changing "three" to "at least three" or "at least two" to permit flexibility.
  - Paul Jahr called for volunteers to perform this review and provide recommended revisions to this body.
    - Craig Turner and Howard Woodard volunteered.
    - All present were supportive of this pair of individuals to review the existing GCRA Bylaws.
    - Craig Turner and Howard Woodard to review and report back at this body's next WebEx meeting.
- From 26 August 2020 WebEx Meeting
  - Howard Woodard and Craig Turner shared information about the proposed revisions to the GCRA bylaws which were circulated by email prior to this meeting.
  - Three items were formatted in red text to ensure specific consideration during deliberation and included the following.

- “Friends of the GCRA” as non-voting GCRA members: All present agreed with this proposal.
- Dissolution of the GCRA as well as GCRA Bylaws Revisions subject to approval of the University President: After a brief discussion suggesting the University President likely had these authorities by USG policy, all present agreed to their explicit inclusion.
- Craig Turner noted the proposed revision process was modeled after the current GCSU University Senate Bylaw Revision process.
- Discussion regarding any other proposed revision was invited. None was forthcoming.
- Craig Turner and Howard Woodard wanted to ensure the proposed revisions were considered in compliance with the current GCRA Amendment of Bylaws process which was shared to the meeting screen and reads as follows.

*X. Amendment of Bylaws*

*Proposals for amending the GCRA Bylaws should be presented to the Executive Council for approval and subsequent presentation to the membership at the next scheduled meeting. A majority vote of members present is required for amendment of the Bylaws.*

- Howard Woodard noted to date, only the Executive Council has voted on the adoption and revision of the GCRA Bylaws. Given this practice, all agreed *membership* and *members* as used in the GCRA Amendment of Bylaws had been interpreted as *Executive Council membership* and *members of the Executive Council*, respectively.
- This practice was continued as a matter of consistency and a vote of the Executive Council was taken with all present in favor of the adoption of the draft GCRA Bylaws as amended during the above discussion.
- Howard Woodard to disseminate the revised bylaws as adopted today to the members of this body by email. This draft is also found in Appendix B of these minutes.
- Dan Lavery to post the revised bylaws to the GCRA website once the current website content freeze is lifted.
- Anticipate further consideration of this item at this body’s next WebEx meeting.

**Email to Current GCRA Membership**

- From 29 July 2020 WebEx Meeting
  - In addition to the AROHE registration invitation, the following items could be included in the future email newsletters to the GCRA.
    - Updates on timelines for retiree benefits for calendar year 2021
    - Updates from President Dorman and/ or Provost Spirou (if either or both permit it) of their updates – these might be the updates President Dorman and Provost Spirou routinely provide to the University Senate at their monthly meetings.
- From 26 August 2020 WebEx Meeting
  - See items listed above from the 29 July 2020 WebEx Meeting.
- Anticipate further consideration of this item at this body’s next WebEx meeting.

### **Other Items of Business**

- Paul Jahr invited open discussion from those in attendance on other items of business. No such items were identified.

### **Adjourn**

- Paul Jahr proposed the next WebEx meeting be held 9:00am Wed 30 September 2020. All those in attendance indicated their availability at that time.
- Tentative Agenda for the 30 September 2020 WebEx Meeting
  - Approval of Minutes
  - Georgia College
  - Scheduling the Fall 2020 Retiree Association Meeting
  - Scheduling the Spring 2021 Retiree Association Meeting
  - Tours of the Governor’s Mansion, Andalusia, Sallie Davis House
  - AROHE Webinar: Retiree/Administration Collaboration Explorations
  - AROHE Webinar: COVID-19 Strategies for Virtual Connections
  - AROHE Webinar: COVID-19 - Adapting Events during Physical Distancing
  - Retiree Association Budget
  - Retiree Association Website
  - Retirement Brochure Review Status
  - USGRC: Does Liability Insurance Extend to Retiree Council Officers?
  - University System of Georgia Retiree Council (USGRC)
  - Georgia Association of Higher Education Retiree Organizations (GA-HERO)
  - Learning in Retirement (LIR)
  - Retirement Council Facebook Presence
  - 2021 Calendar Year Retiree Benefits Timeline
- A motion to adjourn this meeting was made, seconded, and adopted at 10:02am.

# Appendix B – Bylaws

## Georgia College Retiree Association (GCRA) Bylaws – Approved 26 Sep 2020

### I. Name

The name of the organization shall be the Georgia College Retiree Association; hereinafter referred to as the GCRA.

### II. Purposes

The purposes of the GCRA are to

- support the retirees,
- foster continued involvement of the retirees in the mission of the university,
- facilitate communication between the university and its retirees,
- promote the scholarly, fiscal, physical, social, and cultural interests of the retirees, and
- address matters related to perquisites and resources for the retirees.

### III. Membership

All employees who have retired from Georgia College are voting members of the GCRA.

“Friends of the GCRA” is a non-voting membership available to employees

- within one year of retirement from active service who wish to become involved with the organization prior to retirement; or
- who have left the service of the university without officially taking retirement.

### IV. Officers

IV.Section1. There shall be three elected officers: Chair, Vice-Chair, and Secretary/Treasurer.

IV.Section2. The terms of each elected officer shall be one year. All officers shall take office immediately following the spring meeting at which they are elected. The Secretary/Treasurer may succeed themselves if reelected.

IV.Section3. The duties of the officers shall be as follows.

#### Chair

- calls and presides at all meetings of both the GCRA and the Executive Council,
- acts as the official spokesperson of the GCRA,
- appoints both committees and chairs with the approval of the Executive Council,
- makes disbursements on behalf of the GCRA with the approval of the Executive Council,
- prepares an annual budget in collaboration with the Executive Council, and
- serves as the official GCRA representative to the USG Retiree Council.

#### Vice-Chair

- performs the duties of the Chair in the event of their absence, resignation, or inability to perform,
- coordinates both the program portion of the GCRA meetings and the luncheon meetings of the GCRA, and
- serves as the Chair-Elect and assumes the Chair position the following year.

#### Secretary/Treasurer

- takes minutes of meetings of both the GCRA and the Executive Council and prepares them for publication,
- assists the Executive Council in drafting GCRA correspondence as requested, and
- assists the Executive Council in the budgetary aspects of the GCRA as requested.

IV.Section4. In the event of a vacancy resulting from resignation or the inability of an elected officer, other than Chair, to complete their term of office, the Executive Council shall appoint a replacement.

## V. Councils and Committees

### V.Section1. The Executive Council

- The Executive Council shall comprise the officers, the committee chairs, the immediate past chair, at least two at-large members, and at least one ex officio representative from the University.
  - At-large members shall be appointed by the Chair,
  - All members serve a one-year term,
  - Meetings shall be held at least three times a year and may be face-to-face or virtual,
  - Meetings may be called by the Chair,
  - Meetings shall be called by the Chair at the request of at least two members, and
  - Quorum shall be three members.
  
- The duties of the Executive Council shall include
  - approving the GCRA annual budget,
  - approving the committee appointments,
  - approving the disbursements,
  - considering concerns pertaining to the Purposes articulated in Article II above,
  - planning the GCRA meetings and other GCRA activities, and
  - reviewing the bylaws of the GCRA.

### V.Section2. The Nominating Committee

- The Nominating Committee shall comprise at least three members including its chair.
  - All members serve a one-year term,
  - Meetings may be called by its chair,
  - Meetings shall be called by its chair at the request of at least two members, and
  - Quorum shall be three members.
  
- The duties of the Nominating Committee shall include
  - preparing a slate of officers each year, including provision for additional nominations to be made from the floor, and
  - conducting the officer elections.

### V.Section3. Other Committees

- Other committees may be constituted by the Executive Council as it deems appropriate.

## VI. GCRA Meetings.

- The fiscal year of the GCRA shall be from July 1 to June 30, inclusive.
- Meetings shall be held at least once a fiscal year and may be face-to-face or virtual,
  - The agenda of the spring meeting shall include officer elections.
- Meetings may be called by the Chair,
- Meetings shall be called by the Chair at the request of at least five members,
- Meetings shall be called by the Chair at the request of at least three members of the Executive Council, and
- Quorum shall be ten members or 10% of the membership, whichever is smaller.

## VII. Dissolution

Any motion to dissolve the GCRA must be considered at a meeting called specifically to consider such a motion, for which meeting written notice has been issued to all voting members for whom the Executive Council has a valid email address. Adoption of such a motion shall occur with a two-thirds majority of those casting votes favoring adoption and upon approval of the University President.

### VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the GCRA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the GCRA may adopt.

### IX. Revision to these Bylaws

IX.Section1. PROPOSING. Any proposed revisions to these bylaws must be submitted to the Executive Council in writing with the written support of at least three voting members of the GCRA.

IX.Section2. EXECUTIVE COUNCIL REVIEW. Each proposed revision to these bylaws shall be classified by the Executive Council as editorial (see IX.Section4) or non-editorial. Editorial revisions shall be considered as specified in IX.Section4. Any non-editorial revision shall be forwarded by the Executive Council to the GCRA as a motion.

IX.Section3. NON-EDITORIAL REVISIONS. A motion regarding non-editorial revisions of these bylaws shall receive a reading wherein it shall receive disposition at a meeting of the GCRA, for which meeting written notice has been issued to all voting members for whom the Executive Council has a valid email address. Adoption of such a motion shall occur with a two-thirds majority of those casting votes favoring adoption and upon approval of the University President.

IX.Section4. EDITORIAL REVISIONS. The Executive Council shall have the responsibility to consider and authority to adopt such revisions to these bylaws as are, in its judgment, editorial in nature. Editorial revisions are non-substantive modifications that include but are not limited to clarifications, reorganizations, renaming or renumbering, inserting, or deleting section titles, or other revisions made necessary because of punctuation, spelling, or other errors of grammar or expression. Such revisions shall be presented to the GCRA by the Executive Council as information items and may be grouped or submitted individually. Any such editorial revisions shall be effective immediately following the meeting of the GCRA at which the revisions are reported.



# Appendix H – 24 August 2020 Memo on 2021 Health Benefits

## Regents Approve Health Plan Premiums for Employees and Retirees

To: Faculty, Staff, and Retirees

From: The Office of Human Resources

Subject: Regents Approve Health Plan Premiums for Employees and Retirees

We are happy to announce that at the August 11 meeting, the Board of Regents approved the 2021 University System of Georgia (USG) healthcare plans and premiums for active employees and pre-65 retirees. The Board also approved the USG funding for the supplemental coverage for Medicare-eligible retirees age 65 and older. The plans and premiums for 2021 are good news for our employees and retirees.

### ACTIVE EMPLOYEES

For 2021, there will be no changes to the healthcare plans and no increases in premiums for the employee, employee + child(ren), and employee + spouse coverage tiers. There will be a slight increase in premiums for employees enrolled in coverage for the family tier. This positive news is a result of better-than-anticipated claims costs in the latter half of 2019 and a successful healthcare procurement process which resulted in a new care management partner, Accolade, being added for 2021. We are continuing to monitor the impact to the plan due to COVID-19 and will make any additional changes that may be needed as a result.

Here is important information regarding the 2021 healthcare plans:

- **Premiums:** There will be no changes to employee, employee +child(ren), and employee + spouse coverage tiers. The Board approved a slight increase to the family tier monthly healthcare plan premiums, between \$3 - \$10 (or 1% – 2%). This is to align these premiums with the other tiers. No other changes are being made to employee premiums.
- **Tobacco use and working spouse surcharges:** The board approved the continuation of the tobacco use and working spouse surcharges at \$100 per person per month. The tobacco use surcharge applies to employees and dependents age 18 and older enrolled in the USG healthcare plans who use tobacco. The working spouse surcharge applies to employees who cover their spouse under the plan if the spouse is employed and receives an offer of coverage through their place of employment. Certification and

acknowledgement of penalties will be required during open enrollment for both of these surcharges.

- Well-being: The 2021 program will continue to offer a \$100 well-being credit, as well as an expanded list of activities to earn the credit. The 2021 program will ensure members have access to resources surrounding diabetes education, prevention and management and weight loss programming for those who qualify. Completion of a health risk assessment is necessary to qualify to earn the \$100 well-being credit for 2021.
- Accolade: Accolade is a new partner for 2021 that will provide additional healthcare resources for employees enrolled in the USG healthcare plans through Anthem. Employees will have access to an Accolade Health Assistant who will provide personalized support while working with a team of clinical and benefits specialists to help employees navigate their health benefits and make informed healthcare decisions.

Open enrollment for active employees will be October 21 – November 6, 2020. Enrollment in benefits for the 2021 plan year will take place in the OneUSG Connect – Benefits system. Active employees will begin receiving Open Enrollment information in mid-October. New this year: a System-wide virtual benefits fair will be held during the week of October 19 – 23.

## RETIREES

Pre-65 retirees and pre-65 dependents will remain on the same plans as active employees. As in the past, there will be separate pre-65 retiree premium rate charts for the 2021 plan year.

Medicare eligible retirees age 65 and over and Medicare eligible dependents age 65 and older will continue to enroll in their supplemental healthcare coverage through the Retiree Health Exchange. Medicare Part A and B will provide primary coverage. USG will also continue to deposit money into a Health Reimbursement Account (HRA) for retirees and/or dependents to use towards premiums and other eligible out-of-pocket health care expenses. The Board of Regents approved the USG HRA funding of \$2,736 per year per 65 and older Medicare eligible retiree and any 65 and older Medicare eligible covered dependent(s). In order to receive the 2021 USG HRA

funding, the retiree and/or dependent must purchase coverage through the Aon Retiree Health Exchange. The Medicare enrollment period is October 15 through December 7, 2020, for January 1, 2021, coverage begin date.

The 2021 USG Health Reimbursement Account funding is remaining at the same level as 2020. Every year, the system office in conjunction with its Total Rewards Steering Committee, consultants and actuaries, review the HRA contribution and the value it is providing to USG retirees. Based on the analysis of premiums and coverage USG retirees are enrolled in through the Retiree Health Exchange, an annual contribution of \$2,736 remains a substantial subsidy to cover the cost of supplemental healthcare. The University System of Georgia's Human Resources Office will continue to review the HRA funding on an annual basis and make recommendations for the HRA based on this review and budgetary needs of the University System.

Questions about benefits can be directed to Human Resources at [benefits@gcsu.edu](mailto:benefits@gcsu.edu).

# Appendix W – 10 March 2020 AROHE Webinar

## UC Retirees: Advocates, Ambassadors, Assets

### A survey report that illustrates the value of retirees

Suggest that if you try such a study – start by carefully setting study goals (not too many, not too few)

Our (University of California) survey was summarized in multi-page report.

1. We implemented survey by e-mail for economic reasons – it was cheaper than postal mail.
2. May be biased toward engagement as we surveyed only individuals for whom we had email addresses (i.e. the survey-takers had supplied the retirement association with their email)
  - Question: To whom did you distribute your report?
  - Answer: We distributed our report widely to administrators (e.g. deans, VPs, Chancellors, President, etc.) who were likely to interact with retirees and in each case this distribution had a positive impact.

#### AREAS OF RESPONSE

1. SERVICE (help campus recruitment efforts, volunteering with an array of activities)
2. ENGAGEMENT (academic publishing in journals, book chapters, books, etc.)
3. EMPLOYMENT (working in some capacity post-retirement)
4. FINANCIAL CONTRIBUTIONS (we think this is very useful information <if available>, we suggest you coordinate with university advancement to track retiree contributions, particularly if they aren't doing so presently).
5. LIFE BEYOND SERVICE (fitness, travel, caregiving, lifelong learning, creative pursuits)

SCOPE: Major Investment – bigger than we anticipated.

Committee of Eight (2 paid retirement directors, 6 unpaid volunteer retirees)

1. GOALS (set goals of study carefully, not too many, not too few)
2. DEVELOP SURVEY QUESTIONS (test your questionnaire before widely distributing it to ensure the respondents are able to respond as you want them to be able to (can make selections to multiple choice questions, can type in text boxes for open response questions) and intent of questions matches reception by respondents)
3. We sent our questionnaire with two reminders (Don't drag it out – give a relatively short response time (we used about 10 days) – for us we saw 50% of respondents at initial request, with another large number responding right after first reminder, and a smaller number responding to the second reminder)
4. We recommend a professional writer and a professional designer and publications coordinator be involved in summarizing responses particularly if you plan to do some professional printing of your results (we made ours a color report, other groups we've seen have had simpler formats). Be realistic with your budget – color and pictures may draw attention to your report.
5. Create press kit (publicity, slides, local media press release)
6. We distributed summary report to critical, high-level administrators with potential to interact with retirees.
7. **Invite campus administrators to Retiree Association Board meeting to discuss their needs and any work retirees may be able to do for their unit.** We encourage you to make it easy for them to participate and to be mindful of their time – perhaps have them be the first item on the agenda.

#### TAKEAWAYS

- Start Conversations
- Build Awareness
- Propose Collaborations
- Advocate for Retiree Association/Center
- Support (staff resources)