

Georgia College Retiree Association Executive Council

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

Minutes 16 December 2020 Webex Meeting

Present

Paul Jahr, Dan Lavery, David Muschell, Cecile Parker, Ellen Paulish, Craig Turner, Howard Woodard

Regrets

Robin Harris

Call to Order

- Chair Paul Jahr called the meeting to order at 9:07am.

Minutes

- Paul Jahr noted Craig Turner had provided a proposed final draft of the minutes of this body's 18 November 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.

Georgia College Updates

- Dan Lavery: Calendar
 - Winter Commencement (Virtual)Sa 12 Dec 2020
 - Last Staff Workday (2020).....We 23 Dec 2020
 - First Staff Workday (2021) – (anticipated)Mo 4 Jan 2021
 - Martin Luther King Jr Holiday.....Mo 18 Jan 2021
 - Classes Begin (Spring 2021)Tu 19 Jan 2021
- Dan Lavery: Vice President for University Advancement Search
 - The Vice President of University Advancement (Ms. Monica Delisa) has accepted a position at the University of South Carolina and will be at Georgia College & State University until about 1 January 2021.
 - A search for a replacement is in progress.
 - Conversations among President Dorman and University Advancement personnel are in progress to identify an individual to serve as Interim (or possibly Acting) Vice President for University Advancement.

- Dan Lavery: Human Resources Collaborations
 - Presently University Advancement receives a monthly report of employee changes (including retirements) from Human Resources. University Advancement is requesting such a report for a longer window of time – ideally the calendar year.
 - Such reports facilitate, among other things, maintaining a membership list for the Georgia College Retiree Association.
- Paul Jahr: Maxwell Student Union Renovations
 - Renovations to the lower level are planned.
 - Anticipate the renovated space to be used by units of Student Affairs.
 - The MidSouth Federal Credit Union
 - Branch to be permanently closed, and
 - Automated Teller Machine (ATM) to remain in service for the foreseeable future.
 - Most of the Auxiliary Services offices will relocate to the basement of the Humber-White House. One exception, Mail Services, will relocate to Sanford Hall.

Seeking Additional Member(s) for GCRA Executive Council

- From 27 October 2020 Webex Meeting
 - Paul Jahr noted Pamela Levi has stepped off the Executive Council and she has been thanked for her contributions.
 - Paul Jahr invited suggestions for additions to this Executive Council.
 - Robin Harris noted Elizabeth Hines has interest and Elizabeth Hines is not making any commitments until after 1 January 2021. Robin Harris plans to check back with Elizabeth Hines after 1 January 2021.
 - Cecile Parker noted she had two possibilities: David Muschell and Evelyn Thomas. Cecile Parker will reach out to each of these individuals to determine their interest in joining this Executive Council.
 - Paul Jahr invited the submission of names of other candidates by email.
- From 18 November 2020 Webex Meeting
 - David Muschell accepted the invitation from Cecile Parker and this (18 Nov 2020) meeting is his first Executive Council meeting.
- Anticipate further consideration of this item at a future Webex meeting.

One-Page Flyer for GCRA

- From 27 October 2020 Webex Meeting

- Paul Jahr recalls having a one-page flyer for the GCRA (advertising website, goals, contact people including officers, and possibly other basic information) and though he has been looking, he cannot locate an electronic or paper copy. Paul Jahr asked if others had access to a copy.
 - Howard Woodard promised to check his GCRA folder, thinking he had a hard copy in his GCRA archives.
- Upon further discussion, all present were in agreement having such a one-page flyer would be desirable.
- Paul Jahr asked anyone interested in helping with the editing of this flyer or locating a draft, be it hard copy or electronic, in their archives contact him by email.
- **From 18 November 2020 Webex Meeting**
 - Dan Lavery expressed appreciation to all members of this body who had provided editorial suggestions for the updating of this flyer.
 - Dan Lavery will add David Muschell, the newest Executive Council member, to the flyer prior to disseminating the flyer to this body by email for review.
- **From 16 December 2020 Webex Meeting**
 - Dan Lavery noted this flyer has been updated and copies have been forwarded to Human Resources for dissemination to employees as they
 - retire and/or
 - consult with Human Resources while preparing for retirement.
- Anticipate further consideration of this item at a future Webex meeting.

Protocol for Reporting the Passing of a Retiree

- **From 27 October 2020 Webex Meeting**
 - This topic was stimulated by the passing of a retiree (which occurred recently) and having no clear guidance on the protocols to follow to share this information officially with the university.
 - Paul Jahr sought guidance on whether those present thought this should be pursued. All present were in agreement it should be pursued.
 - Paul Jahr noted the USG may gain awareness of the passing of a retiree at the payout of the life insurance policy each retired employee maintains as a USG benefit. There may be some confidentiality requirement preventing sharing information about specific individuals OR this payout may be outsourced to the life insurance vendor.
 - Howard Woodard noted typically from his observations this is handled at the department and college levels: the department chair often receives notification and the dean might then send an announcement to the college faculty and staff.
 - Dan Lavery indicated he was unaware of any official university-wide protocols and thought the practice Howard Woodard provided was accurate adding the college dean typically also notifies the provost.
 - Paul Jahr to reach out the USGRC Chair to see if any of the other USG institutions have protocols in place and/or if there is a USG/BoR protocol.
 - Howard Woodard to consult with his contacts in the College of Business to see whether his understanding is consistent with theirs.
- Anticipate further consideration of this item at a future Webex meeting.

Conversation with University Human Resources

- **From 27 October 2020 Webex Meeting**
 - Paul Jahr expressed appreciation to President Dorman, who had recommended Amber Collins as a university human resources point of contact.
 - Paul Jahr reached out to Amber Collins by phone determining she is responsible for employee relations (including retirees) and was heartened by the enthusiasm with which Amber participated in that conversation.
 - Amber Collins shared there are two steps most employees take regarding retirement: CONSULTATION (getting information much like what is in our GCRA brochure for making preparations as well as determining readiness for retirement) and EXITING (actually pulling the trigger and retiring and engaging in the exit interview process as well as turning in university ID, parking pass, key(s), unused office supplies, etc.)
 - Paul Jahr noted the current GCRA Interest Form has not been very successful in making connections to retirees to date. Alternative options for making such connections are under consideration.
- **Anticipate further consideration of this item at a future Webex meeting.**

Voluntary Separation Program and Making Connections

- **From 27 October 2020 Webex Meeting**
 - This program is trying to reduce the university budget and offers current employees – meeting the eligibility criteria – incentives to voluntarily separate from Georgia College & State University. It is anticipated the positions vacated by such participants will not be renewed.
 - There may be as many as 45 participants, and Paul Jahr has been able to reach about 30 of the participants (virtually all of whom are staff; hearing back from about 75% of them, aggregately the participants possess a wealth of institutional knowledge and institutional memory) who range in separation dates from 1 Oct 2020 to 31 July 2021. With his email contact, Paul Jahr shared information about the Georgia College Retiree Association (GCRA) including website, officers, GCRA goals, retirement brochure, etc., and invited participants to register (share contact information: phone, email, etc.) with the GCRA and to become involved at least as recipients of GCRA newsletters, yet more involved if the participant was so inclined.
 - There have been challenges reaching individuals in physical plant (custodians, housekeeping, etc.) as most do not use email, yet their supervisor is a participant and promised to share information with these individuals on our behalf.
 - Paul Jahr will be passing this list of interested participants to Dan Lavery so they can be added to our GCRA membership list.
- **From 18 November 2020 Webex Meeting**
 - Paul Jahr reiterated details above (under 27 Oct 2020) for the benefit of David Muschell, our newest Executive Council member.
- **Anticipate further consideration of this item at a future Webex meeting.**

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.
- **From 30 September 2020 Webex Meeting**
 - These nametags were mailed out and should have been received by now. Contact Dan Lavery if you have not received a nametag and were expecting one.
- **Anticipate further consideration of this item at a future Webex meeting.**

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.
- **From 30 September 2020 Webex Meeting**
 - Paul Jahr invited feedback on whether or not to hold a Fall 2020 meeting of the GCRA. No support from those present was forthcoming.
 - Paul Jahr indicated his intention to continue for now with only the monthly Webex meetings of this body.
 - Consideration of a meeting (fall 2020 and/ or spring 2021) of the GCRA can be proposed and revisited at a future meeting of this body.
- **Anticipate further consideration of this item at a future 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.
- Anticipate further consideration of this item at a future Webex meeting.

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) as a point-of-contact.
- Anticipate further consideration of this item at a future Webex meeting.

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.

- **From 30 September 2020 Webex Meeting**

- Paul Jahr provided a brief report on the aforementioned 16 Sep 2020 AROHE webinar.
 - The webinar participants met in small groups.
 - The oldest retiree organization represented at the meeting had been established for 50 years in contrast to our (GCRA's) age of 2 years.
 - Most other retirement organizations represented at the meeting had only faculty members as members and we (GCRA) were in the minority of organizations represented at the webinar who welcomed retirees from both staff and faculty as members.
- We have 24 registered members of AROHE, where being registered means having access to the secure materials at the AROHE website. At present, Paul Jahr is the only individual authorized by AROHE to register a member of the GCRA to the AROHE organization. If you are not yet registered and would like to be, contact Paul Jahr by email at paul.jahr@gcsu.edu requesting him to add you.

- **From 27 October 2020 Webex Meeting**

- Paul Jahr noted we now have 30 registered AROHE members, where registered means having access to the secure materials at the AROHE website.
- The electronic materials at the AROHE website are vast and seem to be exhaustive for any information desirable for higher education retirees.
- AROHE continues to meet, host webinars, and send periodic emails to members, periodic meaning not an overwhelming amount.

- **Anticipate further consideration of this item at a future Webex 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.
- **From 30 September 2020 Webex Meeting**
 - A GCRA budget expenditure suggestion offered by email was the renewal of the annual AROHE membership dues when the current annual AROHE membership of the GCRA lapses.
- **Anticipate further consideration of this item at a future 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.
- **From 30 September 2020 Webex Meeting**
 - The newly formatted university website is launching 1 Oct 2020.
 - Paul Jahr invited those present to review the GCRA website after its launch and review and provide feedback on its content with respect to accuracy and timeliness as well as offer suggestions on content which should be added. In short, provide feedback on accuracy, omissions, and suggestions. Paul Jahr requested such feedback be provided by email and shared with all members of this body.
 - Craig Turner indicated his willingness to assist in this review.
- **From 18 November 2020 Webex Meeting**
 - Dan Lavery expressed appreciation to all members of this body who had provided editorial suggestions for the updating of the GCRA website.
 - Dan Lavery noted the following information has been updated: meeting minutes, overview (GCRA welcome, purposes, officers, executive council members, bylaws, brochure).
 - Dan Lavery noted he has not yet learned how to add pictures to the site since the recent website update implemented about 1 Oct 2020. He plans to add some pictures as soon as he can get the necessary orientation for the process by which pictures are added.
 - MS Word vs. Pdf
 - Dan Lavery noted the preferred document format for the university website is pdf.
 - Craig Turner and Howard Woodard noted it would have been convenient to have the GCRA Bylaws available in MS Word format at the website as they drafted the recent revisions to these bylaws.
 - It was suggested that Dan Lavery maintain an archive of official documents (brochure, flyer, bylaws, etc.) in electronic format in both pdf and an easily editable format (such as MS Word).
 - Dan Lavery noted he was already doing so.
 - Howard Woodard noted once one navigates to the Minutes page, there is no easy way to navigate out of the Minutes page back to the GCRA website (after one has read the minutes of interest), and asked Dan Lavery to share this observation with appropriate university personnel.
 - Paul Jahr noted he was working with Dan Lavery in consultation with university communications to find a desirable way for the Upcoming Events page of the GCRA website to incorporate, import, or link to pertinent events on the university Front Page website.
- **From 16 December 2020 Webex Meeting**
 - The work for updating the Upcoming Events page of the GCRA website to incorporate, import, or link to pertinent events on the university Front Page website is on hold pending the training of webmasters (content managers) on the procedure for doing so. This training is anticipated in January 2021.

- The bugs of the recently (1 Oct 2020) updated interface are being identified and resolved.
- Anticipate further consideration of this item at a future Webex meeting.

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.
- **From 30 September 2020 Webex Meeting**
 - Dan Lavery has secured the necessary approvals appropriate for university brochures for the recently updated retiree brochure.
 - Dan Lavery noted hard copies of this brochure will be printed and forwarded to Human Resources for dissemination to employees, particularly those preparing for retirement.
 - Dan Lavery noted he will be posting the recently updated retiree brochure to the GCRA website as soon as possible.
- **From 27 October 2020 Webex Meeting**
 - Dan Lavery indicated HR has some copies of our retirement brochure.
 - Dan Lavery indicated his intent to print out more copies to deliver to Amber Collins in HR, who oversees employee relations (including retirees), by the end of the week (i.e. by 30 Oct 2020).
 - Paul Jahr noted when the aforementioned activity that is pending is completed, consideration of this initiative will reach conclusion.
- **From 18 November 2020 Webex Meeting**
 - Paul Jahr noted the most recently updated version of the GCRA retirement brochure is now available in pdf format on the GCRA website.
 - Human Resources (HR) shares this brochure with employees as they
 - consult with HR for guidance on preparing for retirement, and
 - have their HR exit interview at the time of their retirement.
- This completes consideration of this item.

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.
- **From 30 September 2020 Webex Meeting**
 - Paul Jahr did send the aforementioned Emeritus/a list to President Dorman and Provost Spirou.
 - President Dorman indicated he had requested Provost Spirou to ask the University Senate to review the university's Emeritus/a Title Policy.
 - Here is a pertinent excerpt from the 4 Sep 2020 meeting minutes of the Executive Committee of the University Senate (ECUS).
 - ***Emeritus/Emerita Status Process Observations:*** *Provost Spirou observed that the current process, which was finalized in early 2018, had department chairs start the procedure before it moved to the Dean, Provost, and President. Over the last two years, there has been discontent on the part of the faculty, some of whom believe that the department chair has complete control over the nomination process; it appears to some that the process is marked by favoritism. Provost Spirou suggests giving faculty more voice in the nominating process, such as department faculty vote or T&P Committee nomination. It was noted that the title is an honorific for some emeritus faculty who don't live in Milledgeville while for other emeritus*

faculty, the title affords them the opportunity to serve, teach, and receive research support. It was further noted that according to the USG, faculty need ten or more years of honorable and distinguished service to be awarded the emeritus title. ECUS steers this item to FAPC with the instruction to consider adding faculty voice in the nomination process.

- This completes consideration of this item.

Emeritus/a Programming

- From 30 September 2020 Webex Meeting
 - With her email extension of *Regrets* to Paul Jahr for this meeting, Pam Levi indicated her interest in developing a program for the group of individuals with emeritus/a title indicating this idea was still percolating in her mind.
 - Robin Harris indicated her willingness to assist with this initiative.
 - *Paul Jahr noted (as a sidebar) recently he had been contacted by a retired staff member inquiring whether or not there was a corresponding recognition to the emeritus/a title available for retiring/retired staff members. He further noted the recipient pool for the current emeritus/a title seems to be restricted to faculty and administrative officers. Paul Jahr noted, to his knowledge, Bruce Harshbarger is the only administrative officer to ever receive the emeritus title and all other emeritus/a title recognitions have been awarded to faculty. Paul Jahr noted this request for consideration of a corresponding recognition for retiring/retired staff members was forwarded to the university staff council.*
- Anticipate further consideration of this item at a future Webex meeting.

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.
- Anticipate further consideration of this item at a future 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.
- **From 30 September 2020 Webex Meeting**
 - Paul Jahr indicated the next meeting of the USGRC is scheduled for 9:00a to 12:30p on Friday, 9 Oct 2020, and will be implemented virtually.
 - As Howard Woodard (alternate USGRC member) will be travelling and unavailable, Craig Turner will attend to represent Howard Woodard.
 - Paul Jahr (USGRC voting member) will also attend.
 - The full agenda of this meeting includes updates from the following:
 - Marti Venn, Vice Chancellor for Academic Affairs
 - Karin Elliott, Associate Vice Chancellor of Total Rewards
 - An AON representative
 - Seven USGRC Committee Chairs
 - Brian Ring, USG Faculty Council Chair
 - Yvonne Le Roy-Landers, USG Staff Council Chair
 - Paul Jahr has submitted a request for the consideration of how USGRC member retiree organizations secure contact information (phone, email, other) for their retirees as a possible agenda item for the USGRC.
 - Paul Jahr invited all those who were present at this meeting to share with him by email any questions or agenda items they propose for consideration by the USGRC.
- **From 27 October 2020 Webex Meeting**
 - Paul Jahr invited Craig Turner to provide an update on the 9 Oct 2020 USGRC meeting implemented via ZOOM. Paul Jahr is our USGRC voting representative. Howard Woodard is our USGRC non-voting representative. As Howard Woodard was unable to attend, Craig Turner attended to represent Howard Woodard.
 - Craig Turner noted in addition to the pdf committee reports he had earlier disseminated via email, there were two speakers from the USG administration: Vice Chancellor for Academic Affairs Marti Venn, Associate Vice Chancellor of Total Rewards Karin Elliott.

- One of the initiatives advertised by Marti Venn was having a USG Advisory Committee to review the Emeritus/a Title BoR Policy and she anticipated this group would offer recommended language for inclusion in the USG Student and Academic Affairs Handbook (a procedure manual) providing recommendations on emeritus/a procedural matters, most likely identifying up to seven prerequisites of receiving the title that could become standard across all 26 USG institutions, acknowledging Research One (R1) institutions could likely offer more substantive prerequisites than two-year institutions.
- Craig Turner also indicated he would check to see whether he could share the detailed notes he proofread for a colleague who attended the meeting.
- **From 18 November 2020 Webex Meeting**
 - At the request of Paul Jahr, Craig Turner reiterated the update of the recent meeting of the USGRC for the benefit of David Muschell, the most recent member of this body. In particular, Craig Turner mentioned the recent dissemination of the very detailed notes prepared by his USGRC colleague (Anne Richards, Professor Emerita of Psychology, University of West Georgia) after securing her permission to do so.
- **Anticipate further consideration of this item at a future 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.
- **From 18 November 2020 Webex Meeting**
 - Howard Woodard and Paul Jahr attended the virtual GA-HERO meeting (held Mo 16 Nov 2020) and provided the following report of that meeting.
 - The Georgia Association of Higher Education Retiree Organizations comprises the retiree organizations from both public and private institutions in Georgia.
 - The guest speaker – George Brown, organized travel expert – delivered a presentation *The Arm Chair Traveler* providing guidance on using the internet and various books to make travel plans. The speaker hopes to resume organizing face-to-face travel experiences soon yet will not do so until the post-COVID era arrives (noting the uncertainty of when that will come to pass).
 - The meeting included a report from the USGRC leadership on its most recent meeting as well as reports from other retiree organizations.
 - The most compelling of these reports was made by the representatives from Clayton State University on the topic of the Health Reimbursement Account (HRA) provided to 65+ USG retirees to provide a supplementary plan (via Aon) as the USG requires retirees (at age 65 and over) to accept Medicare as their primary plan. **Failure to select a supplementary plan during open enrollment with Aon results in the permanent loss of the annual HRA.**
- Anticipate further consideration of this item at a future 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 25th 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 25th 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 25th 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.
- **From 30 September 2020 Webex Meeting**
 - Therry Deal founded the LIR about 25 years ago.
 - John Sallstrom has been a long-time active LIR member and has consistently served as Paul Jahr's information source of LIR activity.
 - Given COVID-19, LIR meetings are being held virtually AND participants are being exempted from the traditional annual dues in place when meetings were held in a face-to-face format. The standing time for these meetings is the third Friday of each month.
 - Paul Jahr attended the 18 Sep 2020 LIR virtual meeting.
 - Paul Jahr requested an electronic copy of the LIR membership application form and will disseminate this form once he receives it.
 - The main topic of this meeting was a presentation on CASA (Court-Appointed Special Advocates) and the CASA website is available here <https://www.gacasa.org/programs/ocmulgee-casa-inc/>
 - Paul Jahr noted the next virtual LIR meeting will be called to order at 11:30am on Friday, 16 Oct 2020. If you are interested in attending, contact Paul Jahr by email at paul.jahr@gcsu.edu for details.
- **From 27 October 2020 Webex Meeting**
 - Paul Jahr attended the 16 Oct 2020 LIR meeting with ZOOM with about 20 participants, many of whom were Baldwin County educators, both K-12 and higher education.
 - Paul Jahr noted this organization has a standing meeting scheduled for the third Friday of each month commencing at 11:30am.
 - When the LIR meeting is face-to-face, there is typically a lunch and dues are collected. At present, the meetings are virtual (via ZOOM) with no dues and no meal. Regardless of the modality (face-to-face, virtual) of the meeting, there is typically a guest speaker.
 - Paul Jahr noted the process to join LIR (at present with no dues) is to send an email to **Wanda Zvanut** at 2026wldz@gmail.com with the following information: your name, your mailing address, your email address, your phone number, and your birthdate (only month and day are requested, a birth year is not required).

- Paul Jahr indicated LIR leadership welcomes collaborations with GCRA in the future, once it is more reasonably possible to do so (i.e. post COVID).
- **From 18 November 2020 Webex Meeting**
 - Paul Jahr asked if anyone present at this meeting had joined the LIR and no one present (other than Paul himself) had done so.
 - Paul Jahr noted the upcoming LIR ZOOM meeting was scheduled for 11:30am on Fri 20 Nov 2020.
 - Paul Jahr invited any interested members of this body to contact him by email for connection details for the upcoming LIR ZOOM meeting, noting that he had not yet received the connection details himself.
- **From 16 December 2020 Webex Meeting**
 - Prior to this meeting, Paul Jahr shared the latest LIR newsletter by email.
 - LIR next meets (virtually) on the third Friday in January of 2021.
 - Any retiree can join in.
 - Primarily active are retirees in Baldwin County.
 - As long as the LIR meetings are implemented virtually, membership dues will not be collected.
- Anticipate further consideration of this item at a future 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.
- **From 30 September 2020 Webex Meeting**
 - Paul Jahr reminded those present of the GCRA Facebook presence which has not received attention for quite a while and may be inactive or out-of-date. He noted he was not a Facebook user and invited thoughts on how we might breathe life (and refresh) this presence. No ideas were forthcoming from those in attendance.
 - Paul Jahr invited the members of this body (who may themselves be Facebook users or who have colleagues who are Facebook users) to try to connect with the GCRA Facebook page and advise us on that experience and invited any suggestions for its development.
- **From 27 October 2020 Webex Meeting**
 - Paul Jahr invited thoughts on refreshing the GCRA Facebook presence.
 - Dan Lavery noted he and Elizabeth Hines might be the only current members of the GCRA Facebook Group, and he intends to advertise this Facebook group in the 28 Oct 2020 newsletter to see what kind of response (newsletter recipients who choose to join this Facebook group) emerges.
 - Robin Harris is willing to assist with this initiative and indicated she would first need some orientation to managing Facebook information.

- Craig Turner suggested consulting with University Communication and/ or seeking a practicum student to assist in the refresh. These ideas can be explored/ implemented as necessary.
- Another suggestion was to consider seeking assistance from individuals working at the local Need A Nerd business in Milledgeville.
- **From 18 November 2020 Webex Meeting**
 - Paul Jahr invited thoughts on refreshing the GCRA Facebook presence.
 - Dan Lavery indicated the invitation to join the GCRA Facebook group extended in the recent GCRA Newsletter was answered by only two retirees.
 - Several members present at this meeting had not received the most recent GCRA Newsletter, while one of the members present noted their copy of the electronic GCRA Newsletter had been diverted to their Junk folder.
 - David Muschell offered to search for university retirees on Facebook and extend to them an invitation to connect to the GCRA Facebook group. Paul Jahr quickly accepted this offer and will share with David Muschell the list of retirees in the GCRA contact database.
- **From 16 December 2020 Webex Meeting**
 - David Muschell provided an update on his outreach efforts.
 - At the time I received the GCRA membership list, there were 28 members of the GCRA Facebook Group. I did not reach out to any of these current members.
 - My first outreach emails were extended to individuals with whom I was familiar.
 - My second outreach emails are in progress and are being extended to individuals with whom I am not familiar.
 - Some retirees with whom I (virtually) socialize are not presently on this membership list.
 - There are presently 48 members of the GCRA Facebook Group. Some of this growth (from 28 members to 48 members) may be a result of my outreach efforts.
 - Going forward, I will continue my outreach efforts.
- Anticipate further consideration of this item at a future Webex meeting.

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.
- This completes consideration of this item.

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.
- **From 30 September 2020 Webex Meeting**
 - Connecting
 - Paul Jahr has sought and received assistance from Information Technology (IT) and University Advancement (UA) in generating and confirming contact information (phone, email, other) for retirees.
 - For the majority of our 200+ GCRA members, we have only a gcsu.edu email and some retirees may no longer use their gcsu.edu email.
 - Paul Jahr invited suggestions for additional ways to generate and confirm such contact information.
 - It was noted university human resources organizations usually focus attention on active employees and do not routinely contact retirees.
 - It was noted ONEUSG may be the best source of current contact information on retirees as ONEUSG administers the annual open enrollment for retirees to enroll in and renew annual benefits (major medical, vision, dental, etc.). However, there are confidentiality restrictions on the sharing by ONEUSG of this contact information.
 - Information Forms and Attendee Sign-in Lists from annual retiree luncheons and holiday receptions have been combed through and informed the aforementioned assistance from University Advancement.
 - Media as well as social media (Facebook) might provide new information.

- A survey could be drafted and implemented (use of Office365 FORMS was suggested by Howard Woodard) with survey links disseminated by email, social media, media, and the GCRA website.
 - Collaborations
 - Paul Jahr reminded those present he 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 the initial feedback from these consultations provided the following opportunities for retiree collaboration with units of the university.
 - Participate as Presidential Scholarship program interviewers
 - Participate in Alumni Week activities
 - Participate as (SOAR) mentors
 - Participate with the Leadership Program
 - Robin Harris indicated her willingness to assist in the development of these collaborations.
 - There was agreement by those present such collaborations are important, desirable, and should be promoted in any way possible.
- From 27 October 2020 Webex Meeting
 - Connecting
 - Paul Jahr noted IT (Chief Information Officer Susan Kerr as well as Unix and Windows System Administrator Crystal Walden) had been very helpful in updating the @gcsu.edu email addresses for our retirees. They sent out an email requesting of recipients a reply to confirm their use of @gcsu.edu email (or alternate email if they used @gcsu.edu email infrequently) and provided an Excel spreadsheet of the responses received. This contact list was enhanced with the aforementioned list of responders to the voluntary separation participant outreach efforts performed by Paul Jahr.
 - Communicating
 - A suggestion that a GCRA calendar be prepared and include annual GCRA meetings, monthly Webex Executive Council meetings, newsletter send out dates, GCRA officer nomination and election timeline, etc. for at least the balance of the calendar year OR extended to the end of the current academic year or current fiscal year was warmly received by those present.
 - Dan Lavery noted a newsletter would go out by email tomorrow (Wed 28 Oct 2020) and requested contact from those present if they do not receive the email newsletter.
 - Paul Jahr noted he, Robin Harris, and Craig Turner may be reaching out to retirees by phone to establish contact and secure/ confirm contact information. Paul Jahr noted he welcomed assistance from others present at this meeting and invited them to express that interest to him by email. The details and timing of these contacts are yet to be worked out.
- From 18 November 2020 Webex Meeting
 - Connecting
 - David Muschell offered to search for university retirees on Facebook and extend to them an invitation to connect to the GCRA Facebook group. Paul Jahr quickly accepted this offer and will share with David Muschell the list of retirees in the GCRA contact database.
 - Communicating
 - A suggestion that a GCRA calendar be prepared and include annual GCRA meetings, monthly Webex Executive Council meetings, newsletter send out dates, GCRA officer nomination and election timeline, etc. for at least the balance of the calendar year OR extended to the end of the current academic year or current fiscal year was warmly received by those present at the 27 Oct 2020 meeting of this body.

- May – annual GCRA business meeting
 - Aug – Welcome of students
 - Sept – start of the year welcome
 - Oct – benefits fair and updating
 - Nov – Health Care updating
 - Feb – begin call for candidates for Executive Council
 - April – Executive Council Selection
 - Paul Jahr invited volunteers from those present at this meeting to assist in developing the aforementioned GCRA calendar for review at the Dec 2020 Webex meeting of this body.
 - Craig Turner and Howard Woodard accepted this invitation.
 - This group of three (and any others expressing interest via email to Paul Jahr) will prepare a draft calendar for review by this body at its Dec 2020 Webex meeting.
- From 16 December 2020 Webex Meeting
 - The draft calendar prepared by the work group (Chair: Paul Jahr; Members: Howard Woodard, Craig Turner) was shared by email in advance of this meeting and is archived in Appendix C of the 16 Dec 2020 minutes.
 - There were a few questions of clarification resulting in the following points.
 - The proposed calendar is
 - an annual calendar of recurring events,
 - from July to June to align with GCRA officer terms of service,
 - a work-in-progress
 - Editorial suggestions were invited. None were forthcoming. All present were invited to offer editorial suggestions by email or at a future meeting.
- Anticipate further consideration of this item at a future 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.
- This completes consideration of this item.

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.
- **From 30 September 2020 Webex Meeting**
 - Given the 1 Oct 2020 university website launch, it is anticipated the most recently adopted GCRA Bylaws can soon be posted to the GCRA website.
- **From 18 November 2020 Webex Meeting**
 - The most recently adopted GCRA Bylaws are now posted to the GCRA website in pdf format.
- **This completes consideration of this item.**

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.
- From 18 November 2020 Webex Meeting
 - An email – the most recent GCRA Newsletter – was sent out to all members in the GCRA contact database at 8:24am We 4 Nov 2020.
- Anticipate further consideration of this item at a future Webex meeting.

Reviewing the Conduction of Monthly Webex Executive Council Meetings

- From 18 November 2020 Webex Meeting
 - Paul Jahr invited candid feedback on his conduction of the monthly Webex meetings of this body from those present receiving the following.
 - As a first-time attendee, I learned a lot.
 - As a long-time attendee, I find the meetings very effective.
 - Howard Woodard and Craig Turner each noted his appreciation of the big picture context of agenda items supplied at the monthly Webex meetings with work groups active between monthly Webex meetings to get into the details of drafting proposals or documents pertinent to the agenda items was an efficient use of the time of the members of this body.
 - An illustrative example of this was the recent update to the GCRA Bylaws where the drafting committee (Craig Turner and Howard Woodard) met for several hours over two days between a pair of monthly Webex meetings of this body to prepare the draft updates to the bylaws for consideration (which took only about ten minutes of time at the subsequent one-hour Webex meeting) of this body.
- This completes consideration of this item.

Health Reimbursement Account Survey

- From 18 November 2020 Webex Meeting
 - The most compelling report at the 16 Nov 2020 meeting of GA-HERO was made by the representatives from Clayton State University on the topic of the Health Reimbursement Account (HRA) provided to 65+ USG retirees to provide a supplementary plan (via Aon) as the USG requires retirees (at age 65 and over) to accept Medicare as their primary plan. **Failure to select a supplementary plan during open enrollment with Aon results in the permanent loss of the annual HRA.**
 - This survey promotes more complete use of their HRA by retirees.
 - The cover letter and survey prepared by Clayton State University had been shared with members of this body by Paul Jahr via email within the last two days.

- Additional Context
 - The HRA was established circa 2016.
 - Since 2016, each eligible 65+ USG Retiree (who continued benefits into retirement and maintained good standing by using Aon) receives a deposit of \$2736 annually from the USG into their HRA.
 - The HRA allows a rollover of unused funds from previous years.
 - While the perception is that it is not well-understood by all eligible 65+ participants in the HRA, the HRA funds can be used to reimburse such participants for (most, if not all of their) out-of-pocket medical expenses with proper documentation.
- Howard Woodard noted the USGRC may soon be implementing a comparable survey and recommended we await an update from the USGRC prior to implementing a comparable survey ourselves.
 - There was no dissenting voice to this recommendation.
- Anticipate further consideration of this item at a future Webex meeting.

Library Privileges for Faculty with Emeritus Title

- From 18 November 2020 Webex Meeting
 - This corresponds to an initiative by a committee of the USGRC seeking library privileges for retirees.
 - At present, Faculty with Emeritus Title (presumably in the USG) are eligible for certain library privileges. At Georgia College, this requires such faculty to obtain unify credentials from SERVE and then secure these library privileges in consultation with library staff.
 - One of those in attendance persevered through the process of obtaining these library privileges and found the process for doing so complex and not well-documented or well-known to all of the pertinent university personnel. This individual had to make several phone calls, some of which resulted in misinformation, to successfully secure these library privileges.
 - Some of the others present at this meeting (who were faculty members with the emeritus title) indicated their intent to consider attempting to gain these library privileges.
- Anticipate further consideration of this item at a future Webex meeting.

Proposal for a Student Intern from Mass Communications

- From 16 December 2020 Webex Meeting
 - Paul Jahr invited feedback on whether or not to request a student intern from Mass Communications to provide support for the GCRA.
 - Dan Lavery noted University Advancement typically requests at least one student intern and if such a request is successful, the GCRA could be supported. All present were supportive of this arrangement.
 - Paul Jahr plans to collaborate with Dan Lavery in making a student intern request. Such requests are due 1 Jan 2021.
 - Support from such an intern may include, but not be limited to,
 - maintenance of the GCRA Facebook Group,
 - preparation of the GCRA Newsletter, and
 - maintenance of the GCRA website.

- Anticipate further consideration of this item at a future 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 Tuesday, 19 January 2021. All in attendance indicated their availability at that time.
- Tentative Agenda for the 19 January 2021 Webex Meeting
 - Approval of Minutes
 - Georgia College Update
 - Seeking Additional Member(s) for GCRA Executive Council
 - Protocol for Reporting the Passing of a Retiree
 - Scheduling the Spring 2021 Retiree Association Meeting
 - Retiree Association Calendar
 - Retiree Association Budget
 - Retiree Association Website
 - USGRC: Does Liability Insurance Extend to Retiree Council Officers?
 - University System of Georgia Retiree Council (USGRC)
 - Emeritus/a Programming
 - Georgia Association of Higher Education Retiree Organizations (GA-HERO)
 - Learning in Retirement (LIR)
 - Retiree Association Facebook Presence
 - Retiree Association Outreach
 - HRA Survey (comparable to the one at Clayton State University)
 - Library Privileges for Faculty with Emeritus Title (request for all retirees?)
 - Proposal for Student Intern from Mass Communications
- A motion to adjourn this meeting was made, seconded, and adopted at 9:33am.

Appendix B – Bylaws

Georgia College Retiree Association (GCRA) Bylaws – Approved 26 August 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 C – GCRA Calendar (16 Dec 2020 DRAFT)

- July
 - GCRA Monthly Newsletter
 - New Staff Orientation (Retiree Brochure, Retiree Options)
 - Annual Review of GCRA Bylaws by GCRA Officers
 - Annual Orientation for GCRA Executive Council Members
- August
 - GCRA Monthly Newsletter
 - Welcome Back to Campus
 - New Faculty Orientation (Retiree Brochure, Retiree Options)
 - Gather Information for meetings (AROHE, GA-HERO, USGRC – fall meetings)
 - Annual Review of GCRA Bylaws by GCRA Officers – Report to Executive Council
- September
 - GCRA Monthly Newsletter
 - Start of the Year Welcome
 - Connect with Student Government Association
 - Connect with Staff Council
- October
 - GCRA Monthly Newsletter
 - Benefits Fair Updating
 - Plan/Gather Information for Open Enrollment Calendars (USG, Aon, Medicare, etc.)
 - Advertise Open Enrollment Calendars to GCRA
 - USGRC Fall Meeting
- November
 - GCRA Monthly Newsletter
 - Advertise Open Enrollment Calendars to GCRA
- December
 - GCRA Monthly Newsletter
 - Retiree Luncheon sponsored by University President and Provost
 - Governor’s Mansion Open House Holiday
- January
 - GCRA Monthly Newsletter
 - Contact President’s Office to get GCRA Annual Meeting on the President’s Calendar
 - Gather Information for meetings (AROHE, GA-HERO, USGRC – spring meetings)
 - Plan for Committee on Nominations for GCRA Officer Elections
- February
 - GCRA Monthly Newsletter
 - Connect to HR for Connecting to Retirees
 - Plan/Set/Advertise GCRA Annual Meeting
 - GCRA Committee on Nominations - Meeting
- March
 - GCRA Monthly Newsletter
 - GCRA Committee on Nominations – Call for Officer Nominations from GCRA
- April
 - GCRA Monthly Newsletter
 - Annual Retiree Luncheon
 - GCRA Committee on Nominations – Call for Officer Nominations from GCRA

- May
 - GCRA Monthly Newsletter
 - Annual GCRA Meeting with GCRA Officer Elections
- June
 - GCRA Monthly Newsletter
 - GCRA Chair files GCRA Annual Report (Details/Template TBD)

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.

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)