

University of Southern California
Retired Faculty Association
Board of Directors' Meeting
December 9, 2011

Agenda Item 1: Opening the Meeting

The University of Southern California Retired Faculty Association Board of Directors' meeting was called to order by President Phoebe Liebig at 10:07 a.m. on Friday, December 9, 2011, in Room 224 of the Andrus Gerontology Center, University Park Campus (UPC). Members present were Liebig, Bob Baker, Jack Crossley, Art Donovan, Charlotte Furth, Nelson Gilman, Kaaren Hoffman, Jim Halls, John Orr, Bill Petak, Jack Sanders, Bob Stallings, Ruberta Weaver, and Ken Williams. *Ex officio* members present were Janette Brown, Executive Director of the USC Emeriti Center, and Jeanne and Bob Church, representing the USC Staff Retirement Association (SRA). Liebig introduced the agenda (Appendix 1A) which was approved unanimously. The provisional minutes of the November 11, 2011, board meeting (Appendix 1B) were presented by Secretary Bob Stallings and also were approved unanimously.

Treasurer Bill Petak presented the financial report for the period ending November 30, 2011 (Appendix 1C). He explained the process by which monthly financial reports are created. He stated that he is still trying to track down a \$5,100 "adjustment" that will further reduce the RFA budget. A final balance will not be available until January 2012. Petak described the RFA's estimated portion of the cost for the recent Holiday Celebration, triggering a general discussion of the costs and benefits of these annual events. Past President John Orr raised the possibility of charging RFA members for attendance at future celebrations. President Liebig reminded the board that the issue of increasing RFA dues to \$25 has been raised in the past and perhaps should be reconsidered at a future meeting in light of the costs for these holiday celebrations. Janette Brown described the distribution of invitations to this event and stated that she strategically invites university senior vice presidents and other important university supporters of the retiree community, providing them free memberships in the SRA in order for them to attend. Brown proposed that the RFA, the SRA, and the Emeriti Center think about how to better leverage this event with the university and suggested that some Emeriti Center financial support for future celebrations would be possible if this were done. This prompted a discussion of how to better strategically use these annual celebrations. Liebig referred this issue to the Financial Planning Committee and to the January meeting of the RFA Executive Committee with recommendations to be brought to the February board of directors' meeting. At this point the financial report presented by Petak was approved unanimously.

Agenda Item 3: Holiday Party (Summary)

Following on the previous discussion, President Liebig invited Jeanne and Bob Church to present their report on the Holiday Celebration. Two hundred thirty-eight people made reservations for the event. There were 46 "no-shows" and 13 "walk-ups" for a total turnout of 205. Three hundred sixty plates and 400 pastries were set out, but both were depleted before everyone had gone through the line. Ways of preventing people from loading up their plates as well as going back for seconds before everyone has eaten were discussed. Hiring servers was discussed but was seen as too costly. Surprise was expressed over some of the unanticipated costs of holding the event in Town and Gown (e.g., paying for decorations that were already in place from previous events, renting lavalier microphones, etc.). Overall, board members agreed that Town and Gown was a wonderful location for this event.

Agenda Item 2: Provost's Luncheon (Summary)

President Liebig reported that either 115 or 116 people attended the November provost's luncheon honoring recently retired faculty. By getting her to commit four months in advance, Provost Elizabeth Garrett was able to attend. Every honored retiree had a dean or a dean's representative in attendance. Several honorees expressed a desire for doing things in conjunction with the RFA; Liebig and Brown will follow up.

Agenda Item 4: RFA Website Progress, Issues

John Orr, Chair of the Communications Committee, reported receiving a mock-up of the new website recently and sending it on to the editing subcommittee. He sought two types of feedback: first, on typos and other corrections; and second, on the design of the template itself. Minor corrections have been dealt with. The editing subcommittee, at its meeting before today's board meeting, focused primarily on template matters. Content concerns will be dealt with immediately. A revised mock-up should be ready by the first of next week (i.e., the week of December 12). The next decision is: when to "go public." President Liebig recommended aiming to have the new website ready at the beginning of the new year.

Agenda Item 5: Nominating Committee (Update)

Art Donovan, chair, stated that the committee will present its report on candidates for next year's election at the February 2012 board of directors' meeting. The committee's intention is to maintain the size of the board at 15. Thus, one nominee will be needed. Donovan asked that recommendations for potential nominees, reflecting demographic diversity and school representation, be forwarded to the committee.

Agenda Item 6: Additional Updates on Committees and Activities

a. *Program/Events Committee* — Jack Crossley, co-chair of the committee, reported that three "Sherry Hours" will be held in the Spring Semester 2012: on January 13, featuring Caleb Finch (Davis School of Gerontology); on March 9, with Alison Dundes Renteln (Department of Political Science); and on April 13 with Selma Holo (Director of the USC Fisher Museum of Art). Notices will be sent by e-mail prior to each event. Co-chair Ruberta Weaver reminded board members that they must make individual reservations for "Visions and Voices" events.

b. *Emeriti Center Benefits/Resources Committee* (Travel Program) — Art Donovan, committee chair, reported that the weekend trip to Catalina Island is set for April 27–30, 2012. The enrollment announcement will be distributed by e-mail next week (i.e., the week of December 12). Maximum enrollment is 24 people. Costs are \$496 double-occupancy, \$508 single occupancy with meals and transportation to the island included. On December 2, approximately 18-20 people interested in overnight trips attended a meeting hosted by the Emeriti Center that featured a representative from Road Scholar, organizer of the trip. A repeat of the Catalina Island trip in October 2012 is a possibility.

c. *Caldwell Scholarship Committee* — Kaaren Hoffman, chair, reported that the committee continues to work on its new brochure. It is awaiting approval for the restoration of payroll deductions to the Caldwell Scholarship Fund for current staff and faculty before finalizing the brochure. One estimate for printing cost is \$640. The Davis School of Gerontology courtyard has been reserved for April 13, 2012, for the expanded luncheon for graduating Caldwell seniors, recent Caldwell graduates, and high school counselors. Since the cost of this expanded luncheon is likely to exceed what has previously been budgeted for it, the committee is recommending that consideration be given at the January board meeting to diverting \$1,000 of the \$2,000 already allocated for the Caldwell Scholars program to help cover luncheon costs. There followed a brief discussion of ways of advertising the spring event, of possible ways for paying its additional cost, and of ways to reduce that cost.

d. *Academic Senate* — John Orr reported that, at its most recent meeting, members of the Academic Senate heard a presentation about continuing education at USC including a summer program that brings talented high school students to the University Park Campus. Another presentation dealt with the "We Are Considerate" program that emphasizes especially safe bicycling around pedestrians but also includes establishing smoke-free and designated smoking areas. A senate retreat is scheduled for Friday and Saturday, January 27–28, 2012, in Santa Monica. Marty Levine, Vice Provost for Faculty Affairs, would like a retired faculty "presence" at the retreat which will focus on "visioning," i.e., the future development of the university in 2012 and beyond. Janette Brown reminded the board that retired faculty need to participate in university-level events such as these.

e. *Ombudsman/Advocacy Committee* — Orr reported on recent conversations with Natalie Cohen and urged the board to continue its low-level lobbying campaign with deans regarding emerita/emeritus status. He described as a major victory the revision in the *Faculty Handbook*

that *requires* deans to evaluate all eligible faculty for emerita/emeritus status. On the matter of access to e-resources, several people attending the provost's luncheon reported overhearing Provost Garrett telling Levine to resolve the problem forthwith. However, Janette Brown reported that the situation remains much as it has been, that is, officially, retirees must petition the Emeriti Center for access, the Emeriti Center in turn must petition the retirees' schools, etc. The matter is ensnared in the legal language of software contracts and site licenses. Future access may require that retirees be participants in Trojan ENCORE. Those having emerita/emeritus status supposedly have automatic access to online e-resources.

Orr returned to the issue of how to close the gap between university policy and current practice regarding the granting of emerita/emeritus status. This triggered further discussion that resulted in a recommendation that the RFA president include in her letter welcoming newly retired faculty a reminder urging them to apply for emeritus status. It was further recommended that the letters on this subject sent to deans and deans of faculty also be sent to the heads of faculty councils.

Agenda Item 7: Announcements/Updates

a. *Emeriti Center* — Janette Brown began by thanking everyone involved for the award and gifts that she received at the Holiday Celebration. She then described "The Aging Brain" project, a study funded by the National Institute on Aging and being carried out by the USC Memory and Aging Center (see Appendix 7A). Retirees can take free tests and have the results sent to their personal physicians. Representatives from the project have been invited to speak at the next wellness event in March 2012. Brown reported that the Emeriti Center's annual giving letter was mailed recently. The \$33,000 received thus far will be matched by Sterling Franklin. Franklin has pledged to match all donations received prior to December 31, 2011, up to a total of \$50,000. Brown also reported that a new advisory committee has been formed as part of the Helen Dennis study on defining a new life stage. Finally, Brown said that she will be "crunching data" from the AROHE (Association of Retiree Organizations in Higher Education) study of "best practices" by retiree organizations in North America for a conference presentation in April 2012.

b. *Staff Retirement Association* — Bob Church, representing SRA President Dixon Johnson, said that the USC Office of International Services reported that the number of families participating in hosting international students through its Thanksgiving Match-up program doubled in 2011 and that the OIS extends its thanks to both the SRA and the RFA for their help in achieving this outcome. He reported that the SRA has scheduled a day trip to the Huntington Library in San Marino on January 26, 2012. Cost is \$45 including lunch in the Rose Garden Tea Room. The SRA's theatre event will be "City of Angeles" on Saturday, March 31, 2012, at 2:30 p.m. in Bing Theatre. The SRA is planning a trip to the J. Paul Getty Museum in Malibu in September. The next SRA Board of Directors' meeting will be Friday, January 20, 2012. Finally, Church reported that there had been a good turnout at the Emeriti Center/SRA/RFA homecoming booth but that

the location of the tent in Alumni Park made access difficult. An effort will be made to secure a better location next year.

Jeanne Church reported that a demolition team is prepared to tear down the existing University Club. It is scheduled to close in April 2012. The University Club will reopen at its new location in Stoops Hall after Commencement in May 2012. The new structure will have 25 percent fewer square feet and fewer banquet rooms than the current location.

c. *Emeriti Center College* — No report.

Agenda Item 8: New or Other Business

There was none.

Agenda Item 9: Adjourn

There being no further business, the meeting was adjourned at 12:07 p.m. The next RFA Board of Directors' meeting will be on January 13, 2012, at 10:00 a.m. in GER 224.

These minutes were taken and prepared by Bob Stallings, board secretary.