

# UC DAVIS

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## EMERITI ASSOCIATION

### UNIVERSITY OF CALIFORNIA DAVIS EMERITI/AE ASSOCIATION MANUAL

2023-2024

Suad Joseph and Jo Anne Boorkman

Updated January 9, 2024

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**University of California Davis Emeriti/ae Association (UCDEA) ByLaws**

Revised May 12, 2021

**Article I: Name**

The name of this organization is the UC Davis Emeriti Association, hereafter referred to as the Association.

**Article II: Objectives**

Section 1. Association has the following objectives:

- A. To promote the interests and welfare of Emeriti/ae, their spouses or domestic partners, and their surviving spouses or domestic partners;
- B. To help Emeriti/ae transition from their active careers to their retirement status;
- C. To provide opportunities for the members to maintain both social and professional contact with colleagues in their own and other disciplines both locally and elsewhere.
- D. To contribute to the mission of the University.

**Article III: Membership**

Section 1. There are three categories of membership: Regular, Associate, and Affiliate.

- A. Regular members are those individuals in the categories cited below who have paid annual or lifetime dues:
  - i. Members of the UC Academic Senate;
  - ii. Individuals who have been granted the Emeritus/Emerita title by the President of the University or his/her designee.
- B. Associate members are those individuals who are spouses or domestic partners of regular members. Surviving spouses and domestic partners of regular members retain their Associate Member status and they have no further membership dues requirements.
- C. Affiliate members are those individuals who have held regular faculty positions or positions of comparable status at other universities. Their membership must be proposed by two regular members and approved by the Membership Committee and a majority vote of the Executive Committee.

**Article IV: Meetings**

Section 1. There are two scheduled general meetings of the Association membership each academic year, one in the fall quarter and one in the spring quarter.

- A. The spring meeting serves as the annual business meeting. Reports from officers and standing committee chairs are received at this time. Election of officers and members-at-large for the subsequent years also occurs at this meeting.
- B. Additional general meetings may be scheduled as deemed necessary by the Executive Committee or by the request of ten members of the Association.
- C. Members should be notified of all general meetings at least three weeks in advance using the standard media used by the Retiree Center and the Association.

Section 2. The members present shall constitute a quorum for the annual business meeting and all general meetings.

**Article V: Dues and Assessments**

Section 1. The fiscal year of the Association is July 1 through the following June 30.

Section 2. The annual dues of regular members, the cost of lifetime memberships, and all assessments shall be determined by the Executive Committee and approved by a majority vote of the membership at the annual business meeting of the Association.

**Article VI: Officers**

Section 1. The Association has five officers: President, Vice President, Secretary, Treasurer, and Archivist. The officers must be regular members of the Association.

Section 2. Officers shall be elected for two-year terms and shall be eligible for reelection.

Section 3. Except in the case of the Association President, a vacancy that occurs in any Association officer's position may be filled for the remaining term by an individual recommended by the Committee on Committees and approved by a majority vote of the Executive Committee. If there is a vacancy in the Association President position, the Vice President will complete the President's remaining term.

**Article VII: Duties of Officers**

Section 1. The President is charged with providing leadership for the Association and with representing it to the public at large. His or her duties include presiding over the meetings of the Executive Committee and the general meetings of the membership. The President also serves as an ex-officio member of all standing committees of the Association.

Section 2. The Vice President will assume all the stated duties of the President if the President is unable to perform them. He or she serves as ex-officio on the Communication and Outreach Committee, as well as the Association's ex-officio representative to other campus community organizations as determined by the Executive Committee.

Section 3. The Secretary, assisted by the staff of the Retiree Center, has responsibility for preparing and managing the minutes of all meetings of the Association as well as the Executive Committee and other related duties as assigned.

Section 4. The Treasurer, assisted by the staff of the Retiree Center, serves as the custodian of the Association's funds and manages accounting processes. He or she is charged with keeping the membership informed on a systematic basis about the Association's finances.

Section 5. The Archivist is responsible for collecting, organizing, and maintaining materials relevant to the history of the Association.

**Article VIII: Executive Committee**

Section 1. The Executive Committee shall consist of the officers, the chairs of the standing committees, and up to three elected members-at-large. All past-presidents and the Director of the UC Davis Retirees' Center serve as non-voting ex officio members. To the extent that it is feasible, Committee membership should include at least two emeriti/ae from the UC Davis Health System.

Section 2. Duties: The Executive Committee is charged with the general management of the affairs of the Association as outlined in Article II, Objectives.

Section 3. To the extent possible, standing committee chairs and members-at-large are approved for two-year, staggered terms. If a member-at-large cannot complete his/her term of office, the Executive Committee, after consultation with the Committee on Committees and by a majority vote, may appoint a replacement to serve for the duration of said term.

Section 4. Other vacancies on the Executive Committee may be filled by a majority vote of the Executive Committee, and the appointees shall serve until the next annual business meeting of the Association.

Section 5. To the greatest extent possible, the Executive Committee should have representation from the fine arts, humanities, sciences, social sciences, and professional schools.

**Article IX: Committees**

Section 1. At the beginning of each year, the President, with the advice of the Executive Committee, will appoint standing committees.

A. The Committee on Committees is a standing committee charged with searching for, selecting, and nominating individuals to serve as the Association's officers and members-at-large. It also assists with the selection of committee members and advises the naming of chairs of standing committees.

B. The Committee on Committees will present its nomination for vacancies for officers and members-at-large at the last Executive Committee meeting before the Annual Spring meeting.

C. Additional standing committees are charged with ongoing responsibility for specific functions and operations of the Association as defined by the Executive Committee. Standing committees are established on the recommendation of the Committee on Committees and the Executive Committee.

Section 2. Ad hoc committees are appointed by the President and charged with carrying out specific time-limited assignments. When the assignment is complete, the committee will be dissolved

**Article X: Nominations and Elections**

Section 1. The Committee on Committees prepares a slate of nominees for the officers and members-at-large and presents it to the Executive Committee for approval and to the membership at the annual spring meeting. This slate should be made public three weeks prior to the meeting in the standard media used by the Retiree Center and the Association. Additional nominations for any of the foregoing positions may be made at the annual business meeting by an Association member from the floor.

Section 2. The Association's terms of office conform to the University's calendar year which extends from July 1 of a given year through June 30 of the following year. Interim appointments expire on June 30 of the year that would complete the term of the original incumbent.

Section 3. The officers and members-at-large of the Executive Committee shall be elected by voice vote, or by secret ballot if there is more than one nominee for a specific office.

**Article XI: Parliamentary Authority**

Section 1. Robert's Rules of Order Newly Revised shall be the parliamentary authority for this organization.

**Article XII: Amendments**

Section 1. Proposed amendments to these Bylaws may originate either from a majority vote of the Executive Committee or from a petition to the Secretary signed by ten members.

Section 2. Information on the amendments to be voted upon at the annual business meeting must be made readily available on standard media used by the Retiree Center and the Association. The text of the proposed amendments must be posted on the Association's website and available in print on request.

Section 3. To be adopted, a proposed amendment must receive a two-thirds majority vote at a general meeting.

## UCDEA Officers 2023-2024

### Officers, Elected Members and Dates of term of office

President	Suad Joseph	2022-2025	<a href="mailto:sjoseph@ucdavis.edu">sjoseph@ucdavis.edu</a>	530-756-6364
Vice President	Bob Flocchini	2023-2025	<a href="mailto:rgflocchini@ucdavis.edu">rgflocchini@ucdavis.edu</a>	530-219-0601
Secretary	William Hagen	2023-2025	<a href="mailto:wwhagen@ucdavis.edu">wwhagen@ucdavis.edu</a>	530-848-6269
Treasurer	Roy Curry	2022-2024	<a href="mailto:fecurry@ucdavis.edu">fecurry@ucdavis.edu</a>	530-574-0165
Archivist	Don Price	2022-2024	<a href="mailto:dcprice@ucdavis.edu">dcprice@ucdavis.edu</a>	530-848-0747
Members at Large	W.David Wilson	2023-2025	<a href="mailto:wdwilson@ucdavis.edu">wdwilson@ucdavis.edu</a>	530-756-6981
	Bob Powell	2023-2025	<a href="mailto:rlpowell@ucdavis.edu">rlpowell@ucdavis.edu</a>	530-752-8779
Past Presidents:	MRC Greenwood	2021-2022	<a href="mailto:mrcgreenwood@ucdavis.edu">mrcgreenwood@ucdavis.edu</a>	530- 902-0435
	Barry Klein	2019-2021	<a href="mailto:bmklein@ucdavis.edu">bmklein@ucdavis.edu</a>	530-219-9302
	Jo Anne Boorkman	2016-2018	<a href="mailto:jaboorkman@ucdavis.edu">jaboorkman@ucdavis.edu</a>	951-764-2490
	John Vohs	2012-2014	<a href="mailto:jlvohs@ucdavis.edu">jlvohs@ucdavis.edu</a>	916-925-9370
	Alex McCalla	2008-2010	<a href="mailto:alex@primal@ucdavis.edu">alex@primal@ucdavis.edu</a>	707-718-1163

### UCDEA Officers' Duties

#### President

- Provides leadership for the Association and represents it to the public at large
- On-board new Executive Committee members in **September**
  - Send copies of UCDEA Manual
  - Review Manual with them, either individually or as a group
- Presides over meetings of the Executive Committee and general meetings of the membership
  - Prepares agendas for monthly meetings of Executive Committee
  - Coordinates joint meeting agendas with President of UCDDA and Director of the Retiree Center
- Serves as an ex-officio member of all standing committees
- Invites campus leaders, as identified by the Executive Committee, for Coffee with the Executive Committee prior to monthly EC meetings as schedules permit
- Represents UCDEA at semi-annual CUCEA meeting (held the last **Wednesday and Thursday in April and the last Wednesday and Thursday in October.**)
  - Along with UCDDA President hosts the fall CUCEA meeting in coordination with the UCD Retiree Center following the host campus rotation
  - **Prepares a written report for each CUCEA meeting (April and October) and sends to the CUCEA web master and Information Officer by early April and October.**

- Shares CUCEA information with the Executive Council and membership, as appropriate.
- Coordinates leadership activities with UCDDA leaders and Director of Retiree Center as needed
  - Joint meetings of the associations
  - Joint activities of the associations
  - Presentation at reception for new retirees/emeriti
  - Coordinates with UCDDA leaders for staff gratitude event/activities, usually at **December** luncheon
- Serves as UCDEA representative on Founder's Award Committee (VP fills in, as needed)
- Arranges gratitude event for departing Executive Committee members in **May or June**

#### Vice President

- Assumes all the stated duties of the President if the President is unable to perform them, including as ex-officio member of UCDEA standing committees
- Coordinates with the President in on-boarding new Executive Committee members in **September**
- Coordinates with President and UCDDA leaders for staff gratitude event/activities, usually at **December** luncheon
- Serves as the Association's representative to other campus community organizations as determined by the Executive Committee, e.g., Campus Community Council
- Represents the President at CUCEA meetings as necessary
- Assumes leadership responsibility for new initiatives as deemed appropriate by the Executive Committee
- Coordinates updates of the UCDEA website with RC staff and Communications and Outreach Committee and co-chairs the Communications and Outreach Committee
- Chairs or co-chairs the Fund-Raising Committee (joint UCDEA/RA)
- Serves as the CUCEA representative on the Founder's Awards Committee, as needed

#### Secretary

- Prepares and manages the minutes of all meetings of the Executive Committee and Association, with the assistance of the Retiree Center Staff

#### Treasurer

- Serves as the custodian of the Association's funds and coordinates the collection of member dues, distribution of funds, and other accounting processes with the Retiree Center staff.
- Presents a **monthly** report on the state of the Treasury to the Executive Committee

#### Archivist

- Collects, organizes, and maintains materials relevant to the history of the Association
  - Coordinates with Retiree Center Director, as UCDEA Archives owner, to assure that all Executive Committee members have access appropriate access to BOX in **September** when new members are on-boarded. Executive Committee members no longer actively serving are removed from BOX access.
  - Maintains records in the UCD Box space
  - Updates and maintains the current access to these folders as appropriate. This is generally a **monthly** activity, coordinated with the RC Director.
  - Assists members in finding files and information in the Archives as requested
  - Assists Executive Committee members in using the UCDEA Archives files
- Coordinates with EC members as to which reports should be posted on UCDEA Leadership web page.
  - **May/June** works with committee chairs and RC staff to update the committee annual reports on each committee's web page



#### Immediate Past President

- Maintains and updates UCDEA Manual – as changes are needed.
  - Manual pages for new officers and Committee Chairs updated annually in **May/June**
- Serves on the Committee on Committee UCDEA Executive Committee 2022-2024

#### Officers, Elected Members and Dates of term of office

President	Suad Joseph	2022-2025	<a href="mailto:sjoseph@ucdavis.edu">sjoseph@ucdavis.edu</a>	530-756-6364
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	Bob Powell	2023-2025	<a href="mailto:rlpowell@ucdavis.edu">rlpowell@ucdavis.edu</a>	530-752-8779
Past Presidents:	MRC Greenwood	2021-2022	<a href="mailto:mrcgreenwood@ucdavis.edu">mrcgreenwood@ucdavis.edu</a>	530- 902-0435
	Barry Klein	2019-2021	<a href="mailto:bmklein@ucdavis.edu">bmklein@ucdavis.edu</a>	530-219-9302
	Jo Anne Boorkman	2016-2018	<a href="mailto:jaboorkman@ucdavis.edu">jaboorkman@ucdavis.edu</a>	951-764-2490
	John Vohs	2012-2014	<a href="mailto:jlvohs@ucdavis.edu">jlvohs@ucdavis.edu</a>	916-925-9370
	Alex McCalla	2008-2010	<a href="mailto:alex@primal@ucdavis.edu">alex@primal@ucdavis.edu</a>	707-718-1163

## Committee Chairs

Awards & Recognition	Judith Kjelstrom, co-chair	2023-2025	<a href="mailto:jakjelstrom@ucdavis.edu">jakjelstrom@ucdavis.edu</a>	916-812-0938
	Lydia Howell, co-chair	2023-2025	<a href="mailto:lphowell@ucdavis.edu">lphowell@ucdavis.edu</a>	916-334-3330
Committee on Committees	Barry Klein, co-chair	2023-2025	<a href="mailto:bmklein@ucdavis.edu">bmklein@ucdavis.edu</a>	530-219-9302
	Klea Bertakis co-chair	2023-2025	<a href="mailto:kdbertakis@ucdavis.edu">kdbertakis@ucdavis.edu</a>	916-734-3630
Communications and Outreach	Klea Bertakis, co-chair	2023-2025	<a href="mailto:kdbertakis@ucdavis.edu">kdbertakis@ucdavis.edu</a>	916-734-3630
	Suad Joseph co-chair	2023-2025	<a href="mailto:sjoseph@ucdavis.edu">sjoseph@ucdavis.edu</a>	530-756-6364
Emeriti Welfare	Ted DeJong, co-chair	2023-2025	<a href="mailto:tmdejong@ucdavis.edu">tmdejong@ucdavis.edu</a>	530-902-6430
	Tom Rost, co-chair/ Rep to AS Welfare Cttee	2023-2025	<a href="mailto:tlrost@ucdavis.edu">tlrost@ucdavis.edu</a>	530-848-5640
Membership	W. David Wilson, co-chair	2023-2025	<a href="mailto:wdwilson@ucdavis.edu">wdwilson@ucdavis.edu</a>	530-756-6981
	Warren Pickett, co-chair	2023-2025	<a href="mailto:wepickett@ucdavis.edu">wepickett@ucdavis.edu</a>	530-220-2138
Fund Raising	Bob Flocchini, chair	2023-2025	<a href="mailto:rgflocchini@ucdavis.edu">rgflocchini@ucdavis.edu</a>	530-219-0601
Program	Lydia Howell, co-chair	2023-2025	<a href="mailto:lphowell@ucdavis.edu">lphowell@ucdavis.edu</a>	916-334-3330
Video Records	Alan Jackman, chair	2023-2025	<a href="mailto:apjackman@ucdavis.edu">apjackman@ucdavis.edu</a>	530-601-6746
Ex Officio Members	Juliane Crowley Retiree Center Director		<a href="mailto:jcrowley@ucdavis.edu">jcrowley@ucdavis.edu</a>	530-219-9346
	Larry Thao, RC Prog Coordinator		<a href="mailto:jlarthao@ucdavis.edu">jlarthao@ucdavis.edu</a>	530-752-5182
	Amanda B. Crisman, RC Ass. Dir		<a href="mailto:abcrisman@ucdavis.edu">abcrisman@ucdavis.edu</a>	530-752-5182

## Responsibilities of UCDEA Executive Committee:

The Executive Committee is charged with the general management of the affairs of the Association as outlined in Bylaws Article II, Objectives. These include:

- To promote the interests and welfare of Emeriti/ae, their spouses or domestic partners, and their surviving spouses or domestic partners;
- To help Emeriti/ae transition from their active careers to their retirement status;
- To provide opportunities for the members to maintain both social and professional contact with colleagues in their own and other disciplines both locally and elsewhere.
- To contribute to the mission of the University

The Executive Committee meets once a **month from September to June on the second Thursday of the month from 10:00 am-11:30 am**. Officers and Committee Chairs should be prepared to give a brief committee report or let the President know if there is no report that month. Committee chairs are expected to prepare a **brief annual report** covering the year's activities by the May meeting. These reports are posted on each committee's web page and should follow the Committee Report template:

- A roster of its members
- A summary of committee activities, and
- Any recommendations for fu

### UCDEA Committees

#### **Chairs, Members, and Activities:**

#### **1. Committee on Committees: Barry Klein and Klea Bertakis Co-Chairs**

**Members:** Joy Mench, Barbara Sellers-Young

The Committee on Committees serves as the nominating committee for the UC Davis Emeriti Association. Specific Committee duties include:

- Preparing a **slate of nominees** for the various offices of the Emeriti Association and at-large members of the Executive Committee for approval at the **April Executive Committee meeting. Coordinates distribution of the slate of officers and members-at-large with the Retiree Center for notification three weeks before the annual business meeting in May**, at which officers for the next year will be elected along with any nominations from the floor.
- Serving as a consultant to the Executive Committee on replacements for at-large members who are unable to complete their terms of office, and assuring that all Executive Committee members have a committee assignment
- Identifying the Chairs and membership of the Standing Committees for the following year. These recommendations will be presented to the Executive Committee prior to the business meeting. Committees will be appointed by the President in consultation with the Executive Committee and reported at the annual business meeting
- Reviewing Bylaws annually
- Assuring representation from the fine arts, humanities, sciences, social sciences, and professional schools on the Executive Committee.
- One or more announcements encouraging nominations for committees chairs will be published in the Retiree Center newsletter in the **winter quarter** every year.
- Considering the standing committees to be continuing bodies, recommended changes in membership typically result from requests by a committee or its chair(s) either (a) to add/delete the names of specified persons to the given committee's roster of members or (b) to find willing new committee members.
- Submitting a one-page annual report to the Executive Committee in **May** of each year; the report should include:
  - A roster of its members,
  - A summary of committee activities, and
  - Any recommendations for future action

## **2. Membership: Warren Pickett & W. David Wilson, Co-Chairs**

The Membership Committee is charged with promoting and maintaining membership in the UCDEA. Specific committee duties include:

- Contacting new retirees who qualify for membership and encouraging them to become active members in the UCDEA
- Maintaining up-to-date records of individuals who are active members and those who are eligible
- Notifying those individuals who have annual memberships that are expiring to renew their membership
- Staying in contact with other UC emeriti associations.
- Submitting a one-page annual report to the Executive Committee in **May** of each year; the report should include:
  - A roster of its members,
  - A summary of committee activities, and
  - Any recommendations for future action

## **3. Awards and Recognitions: Judith Kjelstrom & Lydia Howell, Co-Chairs**

**Members:** Lynn Roller & James Seiber

The primary mission of the Awards and Recognition Committee is to promote and reward the accomplishments of the UCD Emeriti faculty. Specific committee duties include:

- Soliciting and promoting nominations, reviewing candidates, and advising the UCDEA Board on the selection of award nominees or recipients for three currently established Awards:
  - **Edward A. Dickson Award**, which honors retired faculty members who continue to maintain the distinction in research, teaching and/or service. The Dickson Award includes a stipend for the recipient(s).
    - Review and distribute call for award in **Early Spring**
    - Present Executive Committee with recommendations for awards with monetary stipends for approval
    - Forward nominations to AVP Academic Personnel for funding in **Fall**
    - Recipients are recognized at **Spring Luncheon** hosted by Chancellor/Provost and introduced by one of the committee's chairs
  - **UC Davis Distinguished Emeritus/Emerita Award**, which recognizes outstanding work and service since retirement
    - Review and distribute call for award in **mid-Fall**
    - **Late Fall** review and rank nominations for presentation and approval at the **December** Executive Committee meeting
    - Notify the nominees and nominators of the results
    - Coordinate **January** announcement of award with RC staff, as well as presentation of the award and presentation by awardee.
  - University-wide **Constantine Panunzio Award**, which recognizes the accomplishments of retired faculty in the humanities or social sciences; the Committee advises on the Davis campus nomination of a candidate for this award.
    - Review, edit and distribute the call for the award when distributed by UCLA
      - Present UCD nominee to the Executive Committee at the **November/December** meeting for approval
      - Assist RC staff with compilation of the nominee's dossier to forward to AVP Academic Affairs following the timetable for submission of nominations to UCLA
  - **Charles E. Hess Founders' Award**
  - Background

The tenth anniversary of the UC Davis Retirees' Center was celebrated in 2016 at the December 15<sup>th</sup> holiday luncheon of the UC Davis Emeriti Association and the UC Davis Retirees' Association.

The event acknowledged those who worked to establish the Retirees' Center, one of the most developed and robust centers in higher education.

One of the principal advocates of establishing the center was Charley Hess. His positive and thoughtful engagement at every step in the conception, development and launch of the center is one reason for its success. Upon this anniversary, the Charles E. Hess Founder's Award was established. He became the first recipient in recognition of his leadership in creating and developing the Center. The award was established as a mechanism for recognition of those retirees and emeriti who have made significant contributions and/or continue to support the engagement of emeriti and retirees.

First Recipient: Charles E. Hess, December 15, 2016

- Frequency of award: It is anticipated that the award would be presented annually; however, the selection committee may adjust the frequency as appropriate.
- Selection committee membership: The UCDEA President serves on this committee along with the Chair of the Awards committee. This committee works in collaboration with the UC DRA annually. The UCDEA will nominate a candidate in the Fall of even numbered years. The Director of the UC Davis Retiree Center shall be an ex officio, non-voting member of the committee.
- Objective of award: to recognize an individual who has made extraordinary contributions in support of continued and active engagement of UC Davis emeriti and staff retirees in university life.
- Recognition: an award will be presented to the recipient and a perpetual plaque showing past recipients will be mounted within the Retirees' Center or other appropriate location.
- Advising and assisting the Board on other matters pertaining to the recognition of retired faculty.
- Submitting a one-page annual report to the Executive Committee in May of each year; the report should include:
  - A roster of its members
  - A summary of committee activities, and
  - Any recommendations for future action

#### **4. Program: , Lydia Howell, chair**

**Members:** Maury L. Hull, Leonard Abbeduto, Ted Margadant

The primary function of the Program Committee is to arrange for a program of speakers and other suitable presentations for the enlightenment and/or the entertainment of members. Specific Program Committee duties include:

- Identifying and scheduling speakers and other similar presentations on a monthly basis to coincide with the meetings of the Board of Directors.
  - Potential speakers are contacted in **Summer** for Fall Program and **Fall** for Winter/Spring programs
- Identifying and scheduling speakers for the fall and winter meetings of the Retirees' Association and other presentations
- Ensuring that information on the above programs is distributed to UCDEA and the UC DRA memberships
- Assisting in arranging for any technical support (e.g., audio-visual equipment, etc.) that may be needed for a given presentation
- Arranging for one or more committee members to serve as host for the presenter(s) on the day of their presentation and make the necessary introductions
- Arranging for coffee and tea for the attendees at the noon luncheons
- As this is a joint committee, it should be comprised of a minimum of four members, two each chosen from the Emeriti Association and the Retirees' Association

- Submitting a one-page annual report to the Executive Committee in **May** of each year; the report should include:
  - A roster of its members,
  - A summary of committee activities, and
  - Any recommendations for future actions.

#### **5. Fund Raising (Joint with UCDDA): Bob Folcchini, Chair**

**Members:** W. Davis Wilson, Judith Kjelstrom, Emily Galindo, Dianne Gregory, Narriman Shahrokh (Joint with UCDDA)

As a joint committee of the UCDEA and UCDDA, the primary purpose of this committee is to raise funds for purposes designated by the Executive Boards of the UCDEA and UCDDA and is composed of members of both the UCDEA and the UCDDA.

- Working closely with the UCD Development Office and its campaigns
- Focusing its fundraising from UCD emeriti and retirees
- Submitting a one-page annual report to the Executive Committee in **May** of each year; the report should include:
  - A roster of its members,
  - A summary of committee activities, and
  - Any recommendations for future actions

#### **6. Communications and Outreach: Klea Bertakis and Suad Joseph Co-Chairs**

**Members:** William Hagen, James Boggan, John Vohs, Karl Zender

The primary mission of the Committee on Communication is to promote effective communication with the members of the UCDEA and with emeriti who are prospective members. Additional committee duties include monitoring and advising on the public communication activities of the UCDEA. The committee should have a minimum of two members from the UCDEA, but a larger membership is encouraged if/when there is sufficient interest in participation. Specific Communications and Outreach Committee duties include:

- Advising and participating in determining communication priorities and policies
- Monitoring publications, websites, and other communication efforts
- Advising and, where feasible, assisting in the management of websites
- Collaborating as appropriate with the UC Davis Retirees' Association's communication efforts
- **Meeting quarterly** (or more often as needed) to review communication practices
- Monitoring and updating the UCDEA webpage in coordination with Retiree Center staff
- Submitting a one-page annual report to the Executive Committee in **May** of each year; the report should include:
  - A roster of its members,
  - A summary of committee activities, and
  - Any recommendations for future actions.

#### **7. Video Records: Alan Jackman, Chair**

**Members:** Bill Breidenbach, Joel Dobris, YinYeh, Zach O'Donnell, Wendy Silk, Jo Anne Boorkman, Kent Bradford, John Yoder Mary Delaney, Gail Finney, Suad Joseph

The primary objective of the Video Records Committee is to record for posterity, interviews of emeriti and distinguished retired members of the UC Davis community, thus providing a historical record of the individual's career particularly as it relates to the history of the campus and its academic units. The Committee shall consist of either a Chair or Co-chairs and an unspecified number of committee members as determined by the Chair/Co-chairs. It serves the mission of this Committee to have a large number of members who can provide a broad range of contacts across the campus community and from the many academic units on the campus. It is divided into two subcommittees. The larger committee is responsible for working with departments, schools, and other academic units to identify and enlist interviewees. A smaller subcommittee is responsible for the operations of the video studio

and producing video media suitable for distributing and archiving the recorded interviews. Specific Video Records Committee duties include:

- Identifying and contacting individuals as they retire to enlist them for a video interview
- Scheduling and recording their interviews
- Revisiting those who earlier did not record interviews with the objective of as complete a coverage of Emeriti and distinguished Retirees as is possible
- Producing, distributing, and archiving their interviews in various appropriate video formats. and managing records of these archives
- Maintaining and managing the video facilities and equipment
- Submitting a one-page annual report to the Executive Committee in **May** of each year; the report should include:
  - A roster of its members,
  - A summary of committee activities, and
  - Any recommendations for future actions

### **8. Emeriti Welfare Committee: Ted DeJong & Tom Rost, Co-Chairs**

The primary mission of the Emeriti Welfare Committee is to review, consider and advise on matters concerned with the rights and privileges of emeriti/ae and their post-employment rights and benefits. Specific Emeriti Welfare Committee duties include but are not limited to:

- Monitoring policies developed by the campus and by systemwide administration to ensure that the interests of emeriti/ae are represented and, where appropriate, incorporated into the policies
- Investigating cases where emeriti/ae believe their rights and privileges have not been honored and attempting to resolve the issues by working with appropriate campus offices
- Submitting a one-page annual report to the Executive Committee in **May** of each year; the report should include:
  - A roster of its members,
  - A summary of committee activities, and
  - Any recommendations for future actions

The Committee membership shall consist of the Chair, three members of the Emeriti Association and one member for the UC Davis Retiree's Association (UCDRA). The Chair of the Academic Senate Emeriti Committee or her/his designee shall serve as an *ex-officio* member of the Committee

### **UCDEA Accounts**

#### **Website (Managed by Retiree Center Staff):**

- <http://emeritiassociation.ucdavis.edu>

#### **Financial Accounts:**

- Agency Endowment
  - Managed by EA Treasurer, with oversight from Retiree Center Director and Karen Majewski ([ksmajewski@ucdavis.edu](mailto:ksmajewski@ucdavis.edu); UC Davis Finance and Accounting)
    - Only signing authorities on account will be UCDEA President, UCDEA Treasurer and Retiree Center Director
- Outside Bank Account
  - Managed by UCDEA Treasurer, UCDEA President should also retain signing authority

#### **Gmail Account**

- [Emeritiassociation@gmail.com](mailto:Emeritiassociation@gmail.com)

## Managed by Video Records Committee UCDEA Activities

The standard UCDEA schedule template is below. On an annual basis due to scheduling changes and facility availability, these dates may be subject to change.

**Retiree Center Calendar – Generic Annual Calendar**

Day	Date	Time	Event/Meeting
First Thursday	September	9 - 10 a.m.	Board Leadership Meeting*
Second Thursday	September	10:00-11:30 a.m.	EA-RA Board Meetings
TBD	September or October	TBD	New Retirees' Reception & Resource Fair
First Thursday	October	9 -10 a.m.	Board Leadership Meeting*
Second Thursday	October	9-10 a.m.	UCDEA Coffee Chat
Second Thursday	October	10-11:30 am	EA-RA Board Meetings
Second Thursday	October	12 – 1 p.m. or 1 – 2 p.m.	BrainFood Talk
Thursday	Late October	11 a.m. – 12:30 p.m.	Joint Fall Meeting
Last Wednesday & Thursday	October	25 & 26, 2023	CUCRA-CUCEA Meetings, UC Davis Host, Hybrid meeting
First Thursday	November	9 -10 a.m.	Board Leadership Meeting*
Second Thursday	November	9-10 a.m.	UCDEA Coffee
Second Thursday	November	12 – 1 p.m. or 1 – 2 p.m.	Brainfood Talk
Second Thursday	November	10-11:30 a.m.	EA-RA Board Meetings
Second Thursday	December	9 - 10 a.m.	Board Leadership Meeting
TBD	December (2 <sup>nd</sup> or 3 <sup>rd</sup> week)	11:30 a.m.- 1 p.m.	Holiday Celebration (Luncheon)
TBD	December (2 <sup>nd</sup> or 3 <sup>rd</sup> week)	TBD	Board Leadership Meeting with Chancellor and Provost
First Thursday	January	9 -10 a.m.	Board Leadership Meeting*
Second Thursday	January	9-10 a.m.	UCDEA Coffee



Day	Date	Time	Event/Meeting
Second Thursday	January	10 - 11:30 a.m.	EA-RA Board Meetings
Second Thursday	January	12 - 1 p.m.	Brainfood Talk
First Thursday	February	9 - 10 a.m.	Board Leadership Meeting*
Second Thursday	February	11:30 a.m. – 1 pm	Joint Association Winter Luncheon
First Thursday	March	9 – 10 a.m.	Board Leadership Meeting*
Second Thursday	March	9 – 10 a.m.	UCDEA Coffee
Second Thursday	March	10 - 11:30 a.m.	EA-RA Board Meetings
Second Thursday	March	12 – 1 p.m. or 1-2 p.m.	Brainfood Talk
First Thursday	April	9 – 10 a.m.	Board Leadership Meeting*
Second Thursday	April	9 – 10 a.m.	UCDEA Coffee
Second Thursday	April	10 - 11:30 a.m.	EA-RA Board Meetings
Second Thursday	April	12 – 1 p.m.	Brainfood Talk
Last Wednesday & Thursday	April	24 & 25, 2024	CUCRA-CUCEA, UC San Diego Host
First Thursday	May	9 – 10 a.m.	Board Leadership Meeting*
Second Thursday	May	11:30 a.m. – 1:00 p.m.	Joint Association Spring Luncheon
First Thursday	June	9 – 10 a.m.	Board Leadership Meeting*
Second Thursday	June	10 – 11:30 a.m.	EA- RA Board Meetings
TBD	June	TBD	Board Leadership Meeting with Chancellor and Provost

\*NOTE: Highlighted events are required for Board Leadership (President, VP, Past President ONLY)

## Retiree Center

The UC Davis Retiree Center recognizes the importance of retired staff and faculty and facilitates their status as lifelong members of the UC Davis community. The Center's primary mission is to keep retirees connected to the campus. The Center serves the Davis and Sacramento campuses by providing the following services and programs:

- Serves as the office of record and the campus connection for all retirees
- Supporting activities of the UC Davis Emeriti Association and UC Davis Retirees' Association
- Plans events and day trips for retirees
- Connects retirees with volunteer opportunities
- Provides information and referrals for retirees
  - Offers preparation for retirement series on **Fridays in February** via Zoom to members of the campus community on both campuses
- Provides resources for retirement planning
- Serves as a campus liaison to the UC Retirement Administration Service Center
- Advocates for retiree and emeriti health and well being
- Serves as a liaison to the UC Retirement Administration Service Center, escalating key issues impacting personal benefits, pension or survivor issues on behalf of emeriti and retirees

The Center serves current and retired faculty, staff, and surviving spouse beneficiaries from UC Davis, UC Davis Health, and from other UC campuses who live in the Davis vicinity.

### Offices:

- **Davis**
  - Walter A. Buehler Alumni Center
  - Hours: Monday through Friday, 12-4 p.m.
  - Open to appointments and drop-ins
- **Sacramento**
  - Education Building, Suite 1202
  - Hours: By appointment only

### Relationship with UCDEA

Though two separate entities, the Retiree Center supports the UCDEA in many ways, including:

- Serving as a resource to UCDEA executive committee members
- Meeting as needed with UCDEA leadership to provide Retiree Center updates and to support UCDEA initiatives
  - RC Director serves as the owner of the UCDEA Archives in BOX
    - Works with the Archivist to assure that all current UCDEA Executive Committee members have appropriate access to BOX by **September** of each year
    - Coordinates with the Archivist to assure all appropriate documents are in the Archives
    - Coordinates with EC committee chairs, as needed, to their access to UCDEA committee folders in BOX
  - RC Staff coordinate with the UCDEA Awards Committee to facilitate the committee's activities in publicizing awards calls, receiving nominations, and facilitating the committee's review of dossiers.
    - Facilitates distribution of nominations to the appropriate source for further review and/or funding
  - RC Director coordinates with the UCDEA Treasurer in managing the association's funds and preparing **monthly reports**
  - RC staff provide the UCDEA Executive Committee with an updated list of Emeriti annually in the **Fall**
  - RC staff provide the UCDEA Membership Committee chairs with a list of new retirees, including non-Senate Emeriti as the names become available. Most will appear in **Fall**.
- Center, including collection and management of fees for events

- Advising UCDEA leadership
- Providing general support to the full UCDEA membership
- Accepting membership applications for UCDEA and logging them in the internal campus emeriti database
- Supporting the recruitment of speakers when requested
- Setting up meetings between UCDEA and UCDDA with campus leadership
- Administrative support and record keeper for all awards (Dickson, Distinguished Emeriti, Panunzio and Founders)
- Website maintenance in partnership with Communication and Outreach Committee

### **Fiduciary Relationship**

- The UC Davis Retiree Center and UC Davis Emeriti Association have separate accounts and separate funding
- In 2022, the UC Davis Emeriti Association plans to move its outside bank account into a UC Davis managed account
  - Transactions made from this account will be initiated by the UCDEA President, Vice President or Treasurer, while ultimately facilitated by the Retiree Center Director or Assistant Director
  - These funds are held separately from the UC Davis Retiree Center accounts and the UCDEA treasurer will receive a monthly account balance sheet from the Retiree Center Director
  - Transactions made by this account will follow UC Davis Purchasing Guidelines
  - UCDEA will provide *at least 3 business days* lead time when it would like the Retiree Center staff to make a purchase on their behalf (i.e., request on Monday, purchase made by Thursday)
  - More account specifics will be known by July 2022.

## **University of California Davis Retirees' Association**

### **Relationship with UCDEA:**

Joint committees UCDEA/UCDDA: Fund Raising, Program, Welfare, and Hess Award Committees

The UC Davis Retirees' Association (UCDDA) is an advocacy and service organization for University staff retirees that takes action to engage and involve retirees through fellowship with each other and the university for our mutual benefit. The association works closely with the UC Davis Retiree Center.

UCDDA is the collective voice for UC Davis and UC Davis Health System staff retirees. The Association partners closely with the UC Davis Emeriti Association (UCDEA) to advocate for, protect, and enhance retiree benefits including retiree health insurance, the UC Davis Health Care Facilitator Program, free campus parking, and reduced fees for campus events and travel.

The leadership teams for the Retirees and Emeriti Associations meet on a monthly basis to share information and strategize efforts for the good of all retirees. The associations also have joint committees which collaborate on fundraising efforts for students and programming for retirees. They are also actively involved with the systemwide retiree associations that collectively represent all ten University of California campuses.

In addition, the association provides the following services and programs for its members:

- **Fosters** a strong working relationship with UC Davis and the UC Office of the President as an officially recognized campus affiliate
- **Communicates** updates on retiree benefits such as health and welfare plan changes, cost-of-living adjustments and more

- **Advocates** on behalf of retirees at biannual meetings of the system-wide Council of UC Retirees' Associations (CUCRA); the council monitors proposed policy changes to inform policy-makers and provide advice on how such changes impact retirees
- **Awards** educational scholarships annually to UC Davis and health system employees
- **Recognizes** one or more outstanding retirees annually
- **Collaborates** with the staff of the UC Davis Retiree Center, established in 2006 through the efforts of the UCDRA and the UCDEA
- **Honors** outstanding retirees
- **Offers** enlightenment and fun by planning a variety of social and educational program

### **UCDEA Campus Wide Activities**

#### **Campus Community Council**

Campus Community Council is a leadership advisory council to the Chancellor that meets quarterly. UCDEA is represented by the President and the Vice President.

### **UCDEA UC Systemwide Activities/ Organizations**

#### **CUCEA – Council of UC Emeriti Associations <https://www.cucea.org>**

CUCEA is the consortium of the Emeriti Associations of the ten University of California Campuses - Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz. Each campus has a representative on the CUCEA Council which meets two times a year, the last Wednesday and Thursday in April and the last Wednesday and Thursday in October. Campuses host the meetings on a rotating schedule, southern California campuses in the spring and northern California campuses in the fall. The schedule is provided to each campus representative, often the current campus EA chair/president.

The campus representative will prepare a written semi-annual report of campus EA events (e.g., coffee with campus leaders), activities, awards, etc., and send it to the CUCEA webmaster and information officer prior to each CUCEA Council meeting. They will be asked to give a summary report at the CUCEA Council meeting.

CUCEA leaders work closely with the leadership of the Council of UC Retiree Associations (CUCRA) where a Joint Meeting is held during the spring and fall meetings. The associations have a Joint Benefits Committee (JBC) with representatives from each association. JBC reports are prepared semi-annually for presentation to UCOP regarding issues concerning retiree benefits, and health benefits. In addition, the chair of CUCEA is an *ex officio* member of the Retirement Administration Services Center (RASC) Advisory Committee and the Academic Council's Faculty Welfare Committee.

The CUCEA Information Officer shares CUCEA information periodically with campus EA Representatives and alternates that may be shared with EA Association members.

CUCEA coordinates a **triennial Survey of Emeriti Activities** with each campus Emeriti Association, known as "The Virtual Eleventh Campus". Survey results are compiled for each campus, as well as a composite survey for all UC. Survey reports are distributed to UCOP Leadership and campus administrators.

### **UCDEA National Activities**

#### **AROHE – Association of Retiree Organizations in Higher Education <https://www.arohe.org>**

UCDEA is a member of AROHE. Founded in 2002, the organization has a newsletter and offers a variety of webinars and services that are available from the organization's web page. It has an annual conference held/coordinated in the fall by a member institution. The past few years have been Zoom conferences. The AROHE website provides further information and dates of upcoming events and activities.