Towson University Retired Faculty Association Executive Committee Meeting
Minutes from Tuesday, July 21, 2020, via WebEx.

Attending: Jim Anthony, Pat Alt, Peg Benner, Ray Castaldi, Janet DeLany, Jim Dilisio, Don Forester, Ellie Hofstetter, Tracy Miller, Ron Matlon, Florence Newman, Jim Paulsen, Precha Thavikulwat, and Jane Wolfson

Absent: Fran Bond, David Larkin, and Martha Siegel

The meeting was called to order at 1:30 pm by President Matlon. The description of the revised responsibilities of TURFA treasurer and secretary was added to the agenda.

1. Ron Matlon shared the Executive Committee member chart and introduced the new members: Janet DeLany (Secretary), Jim Dilisio (Member-at-large, Emeritus Status and Faculty Rights and Privileges Task Force), and Precha Thavikulwat (FACET Advisory Board Representative).

2. The minutes from June 23, 2020 were accepted as submitted.

3. President’s Report (Matlon)

   A. Platforms for conducting Executive Committee electronic meetings. As of July 1, 2020 Zoom became available to faculty and staff. On behalf of TURFA, Provost Perreault and Vice Provost Reitz advocated for TURFA to have access to Zoom and agreed to pay for the cost. Zoom should be available for TURFA in August 2020. The Executive Committee will compare the benefits of conducting meetings via Zoom and WebEx for future meetings.

   B. Membership recruitment and renewal campaign. The TURFA membership recruitment and renewal campaign began in June 2020. Over two hundred retired faculty were contacted. Through the efforts of Peg Benner and Ray Castaldi, the traditional mail-in membership process (paper application and check) was expanded to include an electronic option. Those retired faculty who chose the latter option received immediate notification of their membership status. However, processing of the mailed-in applications began only recently because Towson University staff were directed to work remotely rather than come to campus starting mid-March in response to COVID-19. Thus, standard mail remained unopened. Kameron Crump, Coordinator for Commencement and Program Specialist in the Provost Office, has begun to process the mailed applications. He will notify those retired faculty who have joined or renewed membership in TURFA and send them memberships cards at the end of July 2020. Ron Matlon will contact those who have not yet joined or renewed to inform them of the August 31, 2020 membership deadline extension.

   C. TURFA Retiree Volunteer Service Project: Student tutoring. An increased need for student tutoring is anticipated for fall 2020 in response to the number of classes that will be offered virtually to adhere to COVID 19 safety precautions. Thus, in collaboration
with Vice Provost Maggie Reitz, Ron Matlon launched a letter and survey campaign to recruit TURFA members to volunteer as tutors for these students. At the request of Vice Provost Reitz, the letters and surveys also were sent to all retired faculty whose email addresses were available through the Office of Human Resources. The names and contact information of faculty interested in tutoring will be forwarded to their respective academic departments.

D. Treasurer and secretary transition report. Historically, the treasurer managed the TURFA financial and membership responsibilities. As a result of a review of the bylaws, these responsibilities will be divided between the treasurer and the secretary. The treasurer will be responsible for all finances including dues, donations, TU Foundation communications, the fall annual report and the spring annual budget. The secretary will be responsible for tracking all current and archival membership information including members’ addresses, emails, phone numbers, and committee interests.

4. Treasurer’s Report (Castaldi).
   • TURFA Cash Account Balance = $3,170.18
   • TURFA OHP Fund Balance = $5,873.38
   • TURFA Research and Scholarship Fund= $415.00

5. Membership Report (Wolfson). TURFA has 81 paid members as of July 21, 2020. Thirty-three are lifetime members; one member is new, and one member returned after lapse of at least one year. Nineteen of the members joined or renewed electronically; the rest of the members paid by check. TURFA has not yet received membership renewal forms from 38 of the 2019-2020 members.

6. Reports
   A. TURFA fall lecture and TURFA talks (Miller)
      • Fraser Smith, who has written a book called Here Lies Jim Crow: A History of Civil Rights in Maryland, will lecture on racism via Zoom at 12:30 pm on August 25, 2020. The lecture will be co-sponsored with Osher and the TU Alumni Association. Professor Donn Worbs from Political Science will moderate.
      • Gary Vikan, retired Director of the Walter’s Art Museum will present a lecture in October 2020 based on his new book is The Holy Shroud. Time, date, and location are TBD.

   B. Programs and Events (Paulsen)
      • July 31st event- 2 pm. TURFA members or their partners are invited to share their personal home gardens via a virtual WebEx meeting. Jim Paulsen, Ron Matlon, and Precha Thavikulwat will meet to outline options and prepare guidelines for presenter to share visuals of their gardens. TURFA members interested in presenting or participating should contact Jim Paulsen at jpausen@towson.edu by July 24th. Ron
Matlon will email the code for all members to join the WebEx session and will email additional instructions to presenters.

i. Option 1- Presenters will take a short 5 to 10-minute video of their gardens using their smart phones. The presenters will download the videos to their desktops then share the videos online with all who join the WebEx meeting. Time will be allotted for Q and A.

ii. Option 2- Rather than a video, presenters will submit photos or other visuals of their gardens for uploading to WebEx and discuss each visual.

• **August 21st Zoom Event** - TURFA members or their partners are invited to share their personal hobbies, activities, and pursuits. Examples include flying model airplanes, building furniture, making art, fly fishing, building scale models, and restoring old vehicles. The process for presenting and participating will be similar to that for the July 31 event. Those interested should contact Jim Paulsen by August 14, 2020.

• **September** - Mormon Temple- event may be cancelled, postponed, or conducted virtually secondary to COVID 19. Updated information will be shared when it becomes available.

C. **Public Relations Committee** (Miller). The Committee is exploring options for increasing the visibility and value of TURFA to its members and the broader community. Possibilities to explore include:

• Increased visibility to retirees
  o ZOOM or WebEx- These can make us much more accessible
  o Promote ways TURFA can work for them (vehicle for communication)
  o Provide ways to stay in touch with TU

• TURFA contributions to TU
  o Mentoring newer faculty and staff
  o Mentoring and advising new students
  o Sharing our institutional memory

• Increased communications via regularly scheduled sessions
  o Regularly scheduled meeting with division and Unit heads
  o Discussions regarding master plan, community relations, neighborhood relations
  o Regularly scheduled meetings between members and Executive Committee

• TURFA Merchandise (hats, tote bags, mugs)- need to contact University Marketing and Communications for guidelines and restrictions

• Collaborations with Alumni and Osher on programs
D. Online information (Benner). The following updates to the TURFA website and SharePoint site have been or will be completed:

- TURFA website
  - Added COVID-19 Masking Policy
  - Deleted former COVID announcement and added new one
  - Added new Zoom meetings for non-fiction book club [NFBC]
  - Changed number of standing committees from 3 to 4 to include Public Relations committee
  - Will post additional details to early August NFBC when received

- SharePoint
  - Added a new folder: Executive Committee Meeting Materials
  - Created agendas folders
  - Added agendas for 2019-2020 as a sub-folder in Agendas
  - Currently compiling agendas from prior years into subfolders
  - Created a folder labeled 2020 Nomination Election Process; the folder has subfolders and contains documents for nominations process

- Plans for SharePoint: July-August
  - Create “Presidents’ Letters” folder and add sub-folders by year
  - Continue adding agenda sub-folders / other items as needed

E. The Advocate (Newman). Florence Newman is seeking pictures to include in the Advocate. She will review the AROHE web site for ideas to include in a survey to TURFA members regarding what they have learned and how they have coped during the COVID pandemic. She will send the completed draft of the survey to Ron Matlon for distribution to TURFA members.

F. Oral History Project (Forester). Though $5873 is available in the TURFA account for the oral history project, Towson University college budgets have been cut to accommodate economic constraints resulting from COVID-19. Thus, the college deans are not in a position currently to provide matching funds for the oral history project. As a consequence, plans are on hold for producing a new video until college budgets become more robust. Rather, efforts are to be directed to distributing existing videos to a wider audience, particularly within the colleges they represent. Don Forester will work with Fran Bond to contact the Towson University Alumni Association as a potential distribution and revenue source.

G. Research and Scholarship (Larkin). No report

H. Emeritus Status and Faculty Rights and Privileges Task Force (DiLisio/ Siegel). The taskforce is gathering data from ART document regarding privileges for retired and emeriti faculty. The plan is to create a table that outlines the privileges afforded each faculty rank. The goal is to create a separate policy, similar to that which exists for other
faculty ranks, that codifies the privileges for retired and emeriti faculty, rather than rely on verbal agreements that may change as university administrators change.

I. Exploring connections to the Gerontology Program (Alt/Bond). Fran Bond and Pat Alt have contacted the current and former gerontology program directors. Currently, there are approximately 80 students majoring in gerontology. Pat Alt and Fran Bond will contact the faculty teaching select gerontology courses to determine if they wish to set up a process whereby students conduct interviews with TURFA members.

J. College of Education liaison (Bond). Dean Laurie Mullen reported the following:

- One new initiative in the COE is the Undergraduate Research Initiative. COE now has undergraduate students involved in research with COE faculty. Students are paid so that they do not have to work at other jobs during the summer. Students work alongside a faculty member around a range of research initiatives. More information under summer-scholar-research-grants.html

- One of the primary issues at this time is how students can complete their field experiences and internships when P-12 school schedule are in flux. COE faculty have developed a variety of models - face to face, hybrid models and completely online models for interns. It has been a challenge. The College has access to a variety of technologies to help solve this challenge. COE faculty also considering offering an online tutoring option for area students as a platform for COE students to practice their lesson planning and instructional skills in a new manner.

K. FACET (Thavikulwat)

- Dr. Babu Baradwaj has been re-elected as chairperson
- FACET has focused on helping faculty develop their on-line teaching strategies in response to COVID-19. Part time instructional designers have been hired to assist faculty with converting their courses to on-line formats. The hope is to hire a full-time instructional designer for 2021-2022.
- Faculty are being interviewed to serve as teaching, research, and emerging technology scholars
- FACET was awarded a $40,000 by USM to develop open education resources
- Once Fisher College of Science and Mathematic moves to its new location, FACET hopes to procure space in Smith Hall for its activities

L. Graduate Dean Search (Larkin). The search is on hold pending a hiring freeze secondary to COVID-19. Dr. David Ownby will serve as interim dean beginning August 2020.

M. Senate (Siegel/Anthony). No report

N. Legislative Issues (Alt). A lawsuit has been filed against the Governor of Maryland, the Board of Directors, and others regarding potential reallocation of monies earmarked for
retiree health care to cover pension costs. UnitedWeMatter.org is an organization closely following the issue.

7. New Business
A. Health benefits for surviving spouses (Wolfson). Jane Wolfson will investigate the policies and procedures regarding benefits for surviving spouses of Towson University retired faculty and staff who are covered under an ORP as outlined within the Maryland Department of Budget and Management. TURFA members who are interested in volunteering to assist with this initiative should contact Jane Wolfson at jwolfson@towson.edu.

B. Should we continue soliciting written summaries of reports for future EC meetings? Executive Committee agreed to continue to provide written summaries of their reports one to two weeks in advance of future Executive Committee meetings. Benefits of following such a procedure include improved preparation for and more focused discussion during the meetings, and more effective use of time during meeting.

8. Next meeting - Tuesday, August 18, 2020 - 1:30-3:30 p.m.

9. Meeting adjourned at 3:18 pm

Respectfully submitted by Janet V. DeLany, Secretary of TURFA