

UMRA Board of Directors Meeting
Monday, October 25, 2021, 1:00 p.m.
By Zoom, <https://umn.zoom.us/j/97420278151>

Last board meeting September 27, 2021
Next board meeting November 22, 2021

Proposed Agenda

- | | |
|-----------|-------------------------------------------------------------------|
| 1:00 p.m. | 1) Greetings and call to order, Morlock |
| 1:05 | 2) A visit with the UM Foundation's Tracy Ketchem and Lynn Praska |
| 1:25 | 3) Approval of minutes, Sweitzer |
| 1:30 | 4) Treasurer's report, Hestness |
| 1:35 | 5) COVID protocols for UMRA, for action , Morlock |
| 1:40 | 5) Membership Committee update, J. Anderson -- deferred |
| 1:50 | 6) Travel and Social Committee updates, Hamilton -- deferred |
| 1:55 | 7) Program Committee update, Matross -- deferred |
| 2:05 | 8) UMRA/URVC working group, Rinehart |
| 2:15 | 9) UMRA Transition task force, Cerra |
| 2:20 | 10) Web and archives update, Lee Gierke |
| 2:25 | 11) New business |
| 2:30 | 12) Adjourn |

UMRA Board of Directors Meeting

Monday, September 27, 2021
1:00 p.m. to 2:50 p.m.

Minutes

In attendance (virtual): John Anderson, Will Craig, Frank Cerra, Bill Donohue, Gary Engstrand, Eric Hockert, Ron Matross, Jan Morlock, Kristine Mortenson, Jerry Rinehart, Terry Roe, Julie Sweitzer, KaiMay Terry, Cathrine Wambach, Diane Young

Regrets: Cherie Hamilton, Vernon Cardwell, Jan McCulloch, Cathy Lee Gierke, John Bantle, Greg Hestness

The meeting began with introductions, and members shared something new they hoped to do in UMRA. Jan then shared the **financial report**, noting that the August event cost UMRA approximately \$190 (Greg Hestness' report was in the board packet.) Bill moved approval and Will seconded, with an unanimous vote in support.

Memorandum of Understanding: Bill presented the draft revision of the MOU. The current MOU was adopted in 2017 and remains in effect. It allows review after three years. In 2020 UMRA informed then Provost Hanson that we had no suggested changes. After Provost Croson took over, she contacted Bill to say that UMN could no longer provide financial support for UMRA's research program, due to the financial constraints of the COVID crisis. Provost Croson said her office would provide a revised draft, but none has been forthcoming. In summer of 2021 Bill led a small group to review the MOU and the current draft is intended to reflect the reality of the cooperative relationship between UMRA and UMN. The significant changes include:

- Acknowledgment that the financial support for UMRA research has ended, but commits UMN to restore the funding when they believe it is appropriate,
- Adds the current practice of UMN sending letters about UMRA to new retirees, and adds that UMN will do so for three years after retirement, and
- Notes the cooperative nature of the agreement.

The Executive Committee reviewed and approved the draft, which if approved will be sent to Provost Croson with copies to Ole Gram and Deb Cran. Bill moved approval and Frank seconded the motion.

Eric asked if Bill expected any pushback? Bill said he expected the MOU would be sent to General Counsel, and that some minor changes would be made. Jan noted the address should be Suite 250. Terry asked about retirees' access to umn.edu and Bill said it was in there, but tech support generally might be an issue. Diane noted the UM Foundation promotes the high numbers of donations and total dollars contributed from retirees. Bill thinks UMRA members should always point out that in the last campaign UMRA members gave \$31 million. Kris noted that UMF staff have presented to UMRA. The vote was unanimous in support of the motion to send the revision to Provost Croson.

Transition Task Force: Frank summarized the current recommendations of the task force exploring the return to in person meetings.

1. UMRA should not return to in person meetings before March 2022.
2. UMRA should move to two events per month, down from three, retaining the Workshop and Forum models but dropping UMRA AM.

3. There should be a Host Event committee for each event, as part of the Program Committee.
4. If members have ideas for events, they should take them to the Program Committee who will decide if they could be presented as a Workshop or Forum, referred to the Social Activities committee, or organized by the member.

Frank noted that four venues are still under consideration, and the committee will meet next later in October.

Members noted that the challenge is encouraging members to generate ideas, yet balancing that with the logistics. There was discussion of whether this was a board or Program Committee decision, and members agreed with Ron's statement that the board decides on the overall structure, with the Program Committee filling in the content. Gary asked who will make the venue decision. Jan said she thought that was a board decision because it has financial implications for the organization and individual members. There was a unanimous vote in favor of the recommendations.

Program Committee Report: Ron said the committee will meet this Friday, October 1. Programs are currently scheduled through November. Bill suggested that he ask members to suggest speakers before the meeting, as past experience demonstrated this was helpful. Ron said he intended to do so.

Personnel Issues: Jan presented five items.

1. Gary has resigned the role as secretary, and Julie Sweitzer had agreed to serve as secretary for the remainder of his term, pending board approval.
2. Jan proposed electing Gary to a special term on the board to match the unexpired portion of his one year appointment as secretary, through June 2022.
3. Eric Hockert is nominated to be chair of the Communications Committee upon the recommendation of the previous chair.
4. Cathrine Wambach has agree to serve as UMRA's liaison to the Regents, replacing Jerry Rinehart who had to step back. Cathrine has already prepared a summary of September's Regents' meeting, which will be distributed shortly.
5. Jan proposed a new formal liaison to the McNamara Center, and nominated Virgil Larson. Julie, Gary, Eric and Cathrine stepped out of the virtual meeting while the remaining members discussed their candidacy. Jan reported that all had been elected as noted.

The last item was a proposal to set three year terms for the liaison positions, consistent with board terms. Frank and Gary simultaneously moved approval, and Bill seconded. The vote was unanimous to set three year terms.

URVC: Eric presented the report, noting Jerry Rinehart was now chair of URVC, and Deanne Magnuson is vice chair. There has been an increase in the number of volunteers and volunteer hours. They are trying to shift the volunteer opportunities to be within the UMN. He noted that Jerry and Deanne had met with University Relations VP Matt Kramer, which provides \$4,000 in funding for URVC. URVC doesn't have authority to spend it directly, but submits items to U Relations staff to process payments. Eric turned to Jerry to discuss URVC's relationship with UMRA.

Jerry complimented Eric for bringing structure and definition to URVC. Jerry noted that URVC and UMRA have similar goals related to facilitating the engagement of UMN retirees. It is confusing to have two separate organizations, and he thinks URVC should become an UMRA committee. Bill said it was a good idea, and he had thought the same when he was liaison to URVC. There was a question about the time frame for a change, and Jerry suggested one year to make sure it was done well. Diane and Julie noted that when they were new to UMRA they

were confused by the emails from URVC, assuming it was connected with UMRA. Will said volunteering was exactly the kind of thing retirees do, so they should be the same organization. Eric noted the merger would prevent confusion. John said URVC started as an UMRA committee. He thought its return to UMRA would provide stability by adding a third leg to UMRA - volunteering along with the existing educational and social functions. The major stumbling blocks in previous discussions were individuals in URVC who preferred the separation, and the fact that URVC is part of U Relations within UMN, while UMRA is a separate organization. KaiMay asked whether URVC is interested in attracting younger people such as students, as volunteers? Eric said there are non-retirees on the URVC volunteer list. Ron noted there are strong student services offices organizing volunteer opportunities for students. Some favored staying focused on retirees, but remaining open to broader recruitment if a department had that need (e.g., multigenerational volunteer or research activities). Kris noted the technology challenges could be the heavy lifting. Jan noted that the scope of eligible volunteers could be part of the charge for a small task force to consider the potential merger, and that group could explore what peer institutions do as well. Jerry agreed to lead the team, with Eric and Will as members, and Kris 'on call.' Jan may appoint another member later.

President's Report: Jan noted the Big 10 conference is scheduled for July 25-27, 2022, at Northwestern and suggested the new president (her term will have ended) and president-elect attend. The Association of Retirees in Higher Education is virtual, and Jan, Ron and Cherie Hamilton are attending on behalf of UMRA. The UM Alumni Association approached UMRA about participating in the April 2022 Day of Service, so that will be discussed later.

December social event: Members discussed the possibility of an in person social event, repeating the success of a 2019 event with around 100 people. Will said he enjoyed the Minnesota Orchestra last week wearing a mask, and had to show his vaccination card. Others noted that masks come off when you serve food and drink. Frank preferred vaccination, recent negative COVID test, good HVAC (he is satisfied with the Campus Club) and masks, but finds the new variants unpredictable and highly contagious. Some considered an outside event but others noted variable temps as well as the cost of tents and heaters (which can essentially create an indoor venue). Kris noted that health recommendations are against such events, and the board had accepted the Transition recommendation against in person events before March. The consensus was to pass on holding such an event this year.

Jan ended the meeting at 2:50, saying she would provide the previous meeting's minutes at the next board meeting.

UMRA
Q1 FY 2022
FINANCIAL REPORT

	<u>7/1/21</u>	<u>9/30/2021</u>
Savings Account	\$6,972	\$6,973
Savings Certificate	10,243	10,243
Checking Account	<u>2,641</u>	<u>10,331</u>
Total Checking and Savings	\$19,856	\$27,547

REVENUE

Sponsorship-Pillars	\$750
Membership Renewals	8,520
Summer Social Luncheon	1,820
Four Square (Summer Social)	<u>172</u>
Total Revenue	\$11,262

EXPENSES

Newsletter	\$900
Memorials	319
AROHE Membershsip	120
AROHE Conference	100
Four Square Reversal	19
Summer Social	<u>2,148</u>
Total Revenue	\$3,520

GAIN/(LOSS) \$7,742

- Checking balanced as of 10/1/2021

Greg Hestness, Treasurer

UMRA
September 2021 FINANCIAL REPORT

	<u>9/1/21</u>	<u>9/30/21</u>
Savings Account	\$6,972	\$6,973
Savings Certificate	10,243	10,243
Checking Account	<u>8,953</u>	<u>10,331</u>
Total Checking and Savings	\$26,170	\$27,547

REVENUE

Check Deposit (renewals)	\$3,240
Paypal Deposit (renewals)	<u>1,300</u>
Total Revenue	\$4,540

EXPENSES

Memorials	\$109
Newsletter	900
Summer Social	<u>2,148</u>
Total Expense	\$3,157

GAIN/(LOSS) \$1,383

- Annual state and federal renewals filed
- Summer Social expenses were a reimbursement to President Morlock

Greg Hestness, Treasurer

Proposed COVID Protocols for UMRA in-person activities October 22, 2021

We know from our survey this summer that UMRA members are looking forward to being able to meet again in-person for our programs and events. UMRA's Transition Task Force is recommending that we resume in-person forums in March, 2022, if public health guidance allows. UMRA special interest groups may be planning in-person activities outdoors or inside for this Fall and Winter.

As we resume in-person gatherings for 2021 - 2022, the health and safety of our members and guests is a top priority. The policies outlined below are subject to change based on evolving university, state, and CDC guidelines and will remain in effect until further notice. If you lead or coordinate an interest group or other UMRA gathering that is preparing for an in-person activity, please share these policies with those who are invited and plan to attend.

- Full vaccination is required in order to attend UMRA in-person events, indoors or outdoors. Participants should come prepared to show their vaccination status in case it is requested by the group leader or the venue.
- Use of masks and other safety behavior will be guided by current Minnesota Department of Health guidelines in effect at the time of the event. MDH guidelines are posted online and updated regularly at <https://www.health.state.mn.us/diseases/coronavirus/index.html>

We respect the personal decisions of members or guests who choose not to participate in in-person functions, as each of us have differing levels of comfort with risk depending on our own health and circumstances.

Notwithstanding the precautions taken by UMRA, there can be no guarantee that a participant will not contract COVID.

Member comments

From Sally Kohlstedt:

Hi, Jan.

Looking for someone, I came across this website: <https://emerituscollege.asu.edu/> at Arizona State. The title intrigued me as did some of the program activities since it did not emphasize retirement but rather emeritus status. I recognized that our umbrella is larger and has a great number of former staff and administrators who don't get that title so we probably should not go that route. What I did like was the way they advertised their accessibility to the campus and I thought we might take note in some way since we also do some similar things.

You probably know of many such retiree groups across the country - perhaps there is even an association of presidents who lead them. I am very impressed with what we do here so none of the above is any criticism.

However, looking for your address, I discovered that, perhaps inevitably, that page on UMRA governance is now out of date. Just an observation.

No need to respond to this message, but when executive meetings get dull, you might talk about some of these matters....

Best,

Sally

Charge to the UMRA/URVC working group*
October 18, 2021
Jan Morlock, UMRA President, 2021-2022
Jerry Rinehart, URVC Board Chair, 2021 - 2022

Background: At the time of its origin, the University Retirees Volunteer Center (URVC) was created as a committee of the University of Minnesota Retirees Association (UMRA). URVC evolved into a separate organization, with its own governance and relationship with University administration. From time to time, the question has been raised about the most effective way of connecting the two organizations. In 2019 a working group of representatives from URVC and UMRA looked at the question of whether the two organizations should rejoin to get better economies of scale and build a more strong and clear brand for both. After their considerations, the working group returned a recommendation to the respective boards to continue as two separate organizations. At this time, leaders, and participants in the two organizations are again asking the question of whether the benefits of linking or merging the two organizations would outweigh any disadvantages.

Some resources that may inform: The report from the 2019 working group examining UMRA/URVC shared governance/organizational alignment; mission statements and governance documents from the two organizations; ideas or examples from peer higher education retiree organizations (e.g. Big 10 institutions) or other local member organizations.

Charge to the task force. Provide advice and recommendations to the UMRA and URVC board on:

- What are the potential benefits to URVC and UMRA of making operational or structural changes to more closely connect, or merge, the two organizations?
- What would be the disadvantages?
- What, if any, are the legal, financial, or practical barriers to changing the relationship between the two organizations?
- Who else should be consulted?
- If it's deemed advantageous to proceed with consideration, what potential governance models do you recommend for the changed organization(s)?
- What program changes, if any, should be considered?
- If the work group recommends moving forward with these changes, what are the next steps and timeline?

The working group will make periodic reports to the boards of URVC and UMRA, with a goal of presenting its final recommendations by July 2022.

*Work group participants: Will Craig, Eric Hockert, Cathy Lee Gierke, Deanne Magnusson, Kris Mortensen, Jerry Rinehart. Jerry has agreed to chair the working group.

UMRA/URVC Merger Work Group
October 5, 2021
Meeting Recap-- Following Agenda Format

Participants: Will Craig, Eric Hockert, Deanne Magnusson, Kris Mortensen, Jerry Rinehart

1. Review attached John Anderson report on previous merger discussion and Rinehart document re: financial status of the two orgs: do issues remain?

We began with “why are we talking about a merger?” The primary driver is the confusion that exists with two UM retiree organizations trying to establish themselves within the U and surrounding community. A merger should result in a more powerful, concrete presence, known for providing programming to engage retirees socially and intellectually and providing opportunities for engagement in meaningful volunteer/service activities to benefit the U and broader community. This single identity would be easier to convey to prospective retirees as well as to the University as a whole.

We discussed the structural issues: both URVC and UMRA have EFS strings which connect them to the U’s financial system and allow them to rent space as “internal” units. URVC, in its original configuration as a “committee,” is somewhat comparable to PDGR program within UMRA—both receive funds from central administration (Office of Provost, for UMRA; U Relations, for URVC). Since URVC’s entire budget comes from U Relations, it is more involved in the U’s financial system (e.g. hiring work study students, funding communications, publications, parking etc.) Yet the PDGR program participants act in a similar manner—purchasing items/activities relevant to their grant proposal either through U’s financial system or through reimbursement from that system.

It was recognized the UMRA is a membership organization, while URVC has participants whose focus is on serving, not on receiving programming etc. As a combined unit, volunteer opportunities would be generated by UMRA/VC,* but volunteers themselves would not have to be UMRA members. The goal of the volunteer program is to identify and address needs and, perhaps, grow the hours of service; membership organizations have different metrics.

2. Identify likely areas of concern:

a. URVC as a committee within UMRA?

There was consensus that URVC (probably with a different name or identifier) would best fit as a “committee” or a “program” under the UMRA brand.

b. Do bylaws merge? Does URVC retain separate bylaws?

It seems preferable to modify UMRA’s bylaws to reflect the existence of its “Volunteer Program.” Currently, the two sets of bylaws are quite similar in structure and content

(probably reflecting the founding of URVC by UMRA officer), so it should not be a difficult undertaking.

c. Does URVC retain budgetary independence?

Probably, since its funding is from a different source than UMRA. We did explore potential threats posed by dire financial scenarios— e.g. if URVC lost its U Relations funding, would it seek UMRA funding? Would there be a push to raise membership fees to cover costs? Etc. Further discussion is needed, but it is helpful to remember that the primary goal of the merger is to help both organizations become stronger.

3. Does URVC remain as URVC or become “Volunteer Center” or “UMRA-VC” or some alternative?

There was some discussion of re-naming URVC—the name needs to reflect its existence within UMRA. Is it a “program”? a “hub”? a “clearinghouse”? Given its robust history, separate budget, and fully developed infrastructure (e.g. Board of Directors, Better Impact software system), it is not comparable to existing UMRA committees or special interest groups. URVC has a presence currently within the UMRA website and recent efforts have increased its visibility in UMRA newsletters etc.

4. Potential challenges and opportunities re:

a. **Websites**—it was noted that the UMRA website will likely go through significant re-working as the University implements Drupal 10. While this will be a major challenge, it could provide the appropriate opportunity to effectively integrate URVC content within the reconfigured site. Suggestion made that the Useability Center might be helpful in future web work. It was agreed that Cathy Lee Gierke needs to be invited to work with us going forward. (Rinehart has do so.)

b. **Communication and Outreach/Marketing**—a united front will allow more effective outreach efforts to university departments and prospective retirees. Both organizations have communication focused committees: Eric Hockert chairs the UMRA group; Deanne Magnusson chairs the URVC group.

- i. It will be important to consider integrated strategies for volunteer project development as well as comprehensive ways to create visibility and communicate opportunities. We need to discuss how a merger strengthens volunteer opportunities within U and U external community. What are the shared benefits?
- ii. The UMRA Communications and Outreach Committee could play a positive role in sharing the combined groups' activities to the broader university community and to outside organizations.
- iii. Perhaps these two groups should come together to consider the merger implications and opportunities.

- c. **Development**—both organizations may need to pursue additional funding resources; again, working as a single entity should be helpful
- d. **Additional?**

5. **Communication strategy re: stakeholders**

- a. **URVC Board and active volunteers**
- b. **U administration (e.g. Provost Croson, VP Kramer)**

Clear recognition that communicating the potential merger needs to be thoughtfully and carefully planned. We do not want anyone to feel something was being sprung on them without input or advanced information, but we also do not want inadvertently to provoke counter-pressure. A small number of URVC members may resist the merger, but given the existing overlap of UMRA members within URVC leadership, this should be manageable. Resistance among UMRA members could be spurred by fears of financial entanglements resulting in pressure to increase dues etc.

Rinehart and Magnusson need to follow up with VP Kramer regarding outreach to CLA and other areas outside health sciences (where Eric Hockert's previous activity has focused). They would prefer to have a united message regarding UMRA/URVC to present to the University departments. Kramer reports to Provost Croson, so some coordinated communication is needed to ensure ties with central administration are not impacted, and that the U's leadership are appropriately informed.

6. **Time frame and next steps**

While "sooner is better than later," we recognize this cannot be a rushed activity. One perspective is that the merger can occur over the coming year as both organizations respond to the website/Drupal 10 mandates – i.e. 2022.

It was recommended that a status report be presented to each organization's Executive Committee

This document represents a draft summary of the group's first meeting. Participants are asked to review and improve in preparation for a final summary of this initial discussion. Suggestions for topics for the next meeting are requested.

Jerry Rinehart
October 11, 2021

*Placeholder name only

**UMRA Transition Task Force
Notes from 10/17/21 Meeting**

1. The recommendations endorsed by the UMRA Board at its September meeting were reviewed and without further comment
2. Updates on the four potential venues for in person meetings were obtained.
 - a. Action: Committee members are to rank their preferences 1 to 4 and send them to the chair to collate and return to the membership for a recommendation for the preferred venue for in person meetings
 - b. A discussion of the IT needs of the in person meetings was a major topic of discussion
 - i. Several considerations emerged: routine meeting vs hybrid meeting needs; role of the UMRA Zoom team; using the company the Campus Club has suggested; talking with the AROHE contact person
 - ii. Action: Kris and Virgil will continue discussion with the Campus Club consultant and talk with OIT. Jerry will assess use of the University's smart classrooms
3. Further discussion regarding the Host Committee
 - a. The Program Committee will develop a framework for the work of the committee. A team effort model will be part of that framework
 - b. The Program Committee Chair will work with the Social Committee Chair regarding the interface between the two committees and the relative roles of each
 - c. Volunteers from the UMRA membership will be recruited for the committee
4. Further discussion of member initiated events
 - a. The main functions of the Program Committee via its Chair is to vet the event for appropriate use of the UMRA name and resources and provide a disposition for the proposed event
 - b. The Program Committee Chair will work with the Social Committee Chair regarding the interface between the two committees and the relative roles of each
5. Guidance for the use of public health recommendation for in person meetings was discussed
 - a. Compliance with existing recommendations of the MDH and CDC should be followed
 - b. Vaccination will be required for attendance and some form of validation vaccination by attendees must be available on request
6. New recommendations were developed:
 - a. **The venue for the in person meeting must have IT capacity appropriate for the meeting or be permissive of UMRA providing that capacity. This also applies for hybrid meetings when they occur.**

**UMRA Transition Task Force
Notes from 10/17/21 Meeting**

- b. The social needs of the in person meetings must consider the social needs of UMRA
- c. In person meetings must comply with the current public health recommendations of the Minnesota Department of Health and the Center for Disease Control
- d. Attendees to in person meetings must be vaccinated for Corona 19 and have validation of that vaccination available if requested

Transition Task Force Recommendations For Forums and Workshops

Note: Those printed in black were endorsed at the UMRA Board Meeting in September. Those in red are recommendations proposed by the Transition Task Force at its meeting on 10/18/21

1. In person meetings of UMRA should not begin until March 2022
2. UMRA monthly events should be reduced from three to two, retaining the monthly forum and workshop.
3. A host Committee should be established to manage the logistics of the monthly forums
4. An individual member event recommendation should be referred to the Chair of the Program Committee for disposition
 - a. The relative roles of the Program Committee and the Social Committee should be clarified
5. The venue for the in person meeting must have IT capacity appropriate for the meeting or be permissive of UMRA providing that capacity. This also applies for hybrid meetings when they occur.
6. The social needs of the in person meetings must consider the social needs of UMRA
7. In person meetings must comply with the current public health recommendations of the Minnesota Department of Health and the Center for Disease Control
8. Attendees to in person meetings must be vaccinated for Corona 19 and have validation of that vaccination available if requested

AROHE Conference Notes, October, 2021, merged notes of Jan Morlock, Ron Matross, Cherie Hamilton

AROHE conference October 12 - 14 (all virtual)

For 2022, AROHE is planning an in-person, and perhaps hybrid, conference at USC.

- Public and outreach value of our workshops--should we look at how to share them more broadly with retirement age Minnesotans? A statewide retiree version of Gold Mind? Through Extension? Public libraries in rural areas of the state? With other higher ed institutions in MN, or through our Big 10 consortium?
- Some of our counterpart organizations are offering volunteer "retirement navigator" services to faculty/employees in pre-retirement mode. This sounds like what Ole Gram suggested as an idea when we talked to him earlier this year about UMRA/Provost relationship.
- Some places, Georgia in particular, have organized statewide consortia for different schools' retirement organizations and schools in close proximity have done some joint programs. I'm wondering whether our other metro-area schools like St. Thomas and Macalester have retiree organizations, and whether they might be interested in talking.
- At a number of schools, like USC, a volunteering clearinghouse is part of the retirement association's portfolio. Our separation of UMRA and the URVC looks odd.
- Some schools have a retirement center, which offers a "retirement navigator" function and pre-retirement seminars like the ones OHR conducts. These often have staff as well as volunteers. The retirement navigator function sounds similar to what Ole Gram suggested as an idea when we talked to him earlier this year about UMRA/Provost relationship.

Session on moving to hybrid programs. (Video of this session and the other presentations will be available later on AROHE website.)

Presenter, Ann E. Rogers, Director, Emory University Emeritus College,
ann.e.rogers@emory.edu

Have done one hybrid session, before they locked down again due to Delta variant. Using borrowed or personally owned equipment:

- three laptops: one for speaker, one for webcam, and one with a production person who sat at the back, to address questions and tech issues from participants.
- Portable projector to show the slides in the room

- Two microphones: one lavalier or portable mic for speaker, and one for audience
- At least two webcams on tripods, one aimed at speaker, one aimed at audience.

People involved in tech production:

- One to run webcams
- One to work with speaker
- One to address remote audience questions and tech issues
- A “designated attendee” who attends remotely and can raise any issues from that perspective.

The Emory group has consistent access to a room that they are renting on campus for their member programs. They are now planning to purchase and upgrade the equipment for permanent installation in the room (possibly on cost-share basis with the “owners” of the facility), to replicate what can be found in a “smart classroom”. Equipment planned for upgrade:

- Control panel where speaker connects laptop to projection and can manage the controls
- Computer built in to facility or will continue to bring personal laptops
- Screens (2) one for seeing slides and the other for projecting the view of the people in the room
- Projector built in at the ceiling
- Wall mounted cameras (2)
- Lavalier mic for speaker; one or more microphones for audience for the Q&A.

Estimated costs for the hardware: \$20,000, plus unknown amount for labor to wire and install.

Cautions with hybrid production:

- Must ensure quality experience for both in-person and remote attendees
- Speaker must repeat questions, comments using lavalier mic for benefit of remote attendees.
- If dining or socializing are part of the event, separate it in time from the presentation and do not have remote presentation going on while in-person attendees are eating or mingling.

The Emory group does not have an issue with hybrid attendance vis-a-vis lunch costs, as they do not do a catered lunch and only part of those who attend in person elect to have lunch at the event. Another difference from our model is that I think their attendance is fewer people, thus with a smaller room.

Clemson University, also a presenter in the session, was using their smart classroom instructional software as the software for their hybrid broadcasts.

Is there a “smart” classroom on UMTC campus already set up for hybrid participation that would accommodate our group and be a place where we could serve box lunches?

Session on travel programs. I know that UMRA has mentioned that scheduling trips could bring in revenue to the organization. One thing I learned from watching the Travel Institute session is that if we are a not-for-profit organization and registered as such, in order not to pay taxes on that revenue we must declare in our by-laws and our mission statement that travel is part of our mission.

Also, many institutions have liability insurance offered to members by their University, voted on by the Board of Regents. I don't know if we have such a contract. At any rate, we need to look at our mission statement and revise as necessary. Currently I have seen 3 different versions of our statement and still don't know which one we are using.

UMRA Executive Committee
Monday, September 20, 1:00 p.m. to 2:30 p.m.
Minutes

Attendees (Zoom): John Bantle, Fran Cerra, Bill Donohue, Cherie Hamilton, Greg Hestness, Virgil Larson, Ron Matross, Jan Morlock, Kris Mortensen, Jerry Rinehart, Julie Sweitzer

1. Agenda and Minutes: Jan asked for approval of the agenda, which was moved by Bill and approved unanimously. The July 19 minutes submitted by Gary Engstrand were also approved unanimously. Jan noted that at her request, Julie Sweitzer had agreed to serve as Acting Secretary and would take minutes today.

2. Financial Report: Greg reported that UMRA's financial balance was static in July, but that in August UMRA received approximately \$5800 in membership renewals. Expenses were limited, including \$210 for memorials and \$100 in conference fees. At the end of August UMRA has \$26,170 in funds. The summer event at Como Pavilion cost UMRA \$187, within the anticipated range for subsidizing the meal costs for the 90 to 100 attendees. Frank moved acceptance of the report and the vote was unanimous.

3. Personnel: Jan introduced four personnel issues. First, Jan nominated Julie to serve as board secretary, subject to vote of the full board at the September 27 meeting. Julie removed herself from the meeting while Executive Committee members discussed the topic and voted. Jan reported the Executive Committee voted in support of Julie serving as secretary.

Second, she encouraged the committee to allow Gary Engstrand to continue to serve as a board member for the remainder of his term (as he would have done as board secretary.) The bylaws allow 20 members and there are currently only 19. Frank made a motion to retain Gary as a board member, and the vote was unanimous in support.

Third, Jerry wishes to withdraw from his role as liaison to the Board of Regents. He proposed Cathrine Wambach as a replacement, and Jerry, Jan and Cathrine have met. Jerry believes she is a good communicator who would work well with the Regents, and several other committee members endorsed her. Jerry recommended to current and future presidents that it was valuable to have a direct conversation between outgoing and incoming liaisons. A motion to appoint Cathrine Wambach as liaison was made (Jerry and Ron), and all voted in support.

Finally, Jan discussed with office situation at McNamara with the ultimate recommendation that Virgil Larson be appointed as the liaison to McNamara. The new space is shared with two organizations, and is known as Suite 250. Virgil has been picking up mail and

monitoring the phone. Frank endorsed the idea of a liaison, as the remodeling had started without UMRA involvement, and there is still work to be done, including a voicemail rollover request that has not yet been implemented. Frank moved appointment of Virgil, and the vote was unanimous in support. Virgil withdrew from the meeting during the vote.

4. Memorandum of Understanding with UMN: The MOU was originally signed in 2017. According to its terms UMRA proposed a review in 2020 but did not receive a response from the provost's office. After Rachel Croson was appointed provost, she contacted Bill and said the U would not longer provide funding for research grants. She said someone would send a redrafted agreement but that did not happen. UMRA took the initiative to revise the agreement and Bill chaired a small task force. The primary changes are a new statement that the UMN will resume financing grants when it is able to do so, an express acknowledgement of the value UMRA provides to the university, and a commitment by the U to send letters promoting UMRA to retirees for 3 years after retirement, instead of just once.

The discussion supported the revisions, subject to a clarification of the new address in McNamara Suite 250. Kris is in the process of obtaining the latest UMRA donation total from UMF, so that can be updated before submitting it to the provost. Several members reported recent conversations that indicate it is not likely the funding will resume in the near future. All agreed it should be sent to Provost Croson, with copies to Ole Gram and Deb Cran. Bill noted it will likely be reviewed by the Office of General Counsel. Bill moved forwarding the MOU to the board for approval, and the vote was unanimous in support.

5. Keys to McNamara office: There are 3 office keys to be distributed at the president's direction, and she has assigned them to Virgil, John Anderson and herself. Virgil has his key and will deliver John's key. Those with keys also need UCard access to the second floor, which may require updating their UCard. Meeting rooms might be available.

6. Transition Task Force: Frank reported that the committee has met twice, and has one more meeting scheduled for October. He expects the task force to recommend not holding in person workshops or forums until March 2022. They have narrowed the potential venues to 4 (Campus Club, Town and Country Club, Midland Hills Country Club, and St Paul Student Center) but only one (Campus Club) is ready to commit to host. There is need for a Host Event Committee to plan in person events, likely part of the Program Committee. Monthly programs could drop to two per month, dropping UMRA AM. Hybrid offerings (events with both in person and online participation) are likely part of the future. If a member proposes an idea outside of the Forum and Workshop format, it could be a special event where the member handles all of the logistics.

There was discussion about the possibility of the Social Activities committee handling additional special events, and Frank said he would share that idea with the Transition Task

Force.

The possibility of a social event in December was discussed. Bill was slightly in favor of an in person event at the Campus Club, where vaccinations were required for all participants, including the entertainment. Several members leaned against any in person event and said they would not attend. Frank noted boosters were uncertain, buffets made spreading the virus easy, and wanted to know about the HVAC capacity of the space. There was interest in “7 Days” performing, and questions about whether they had access to quality broadcast tools if an event was held virtually. The committee agreed to bring it to the board. If the board wants to go ahead with the event, it should set some parameters, including monitoring CDC recommendations in effect at the time of the event. Kris noted it would need resources. Cherie noted there was not a lot of planning time left.

7. Liaison Terms: Jan asked whether there should be terms for liaisons. A short discussion led to recommending two terms of three years each, modeled after board membership. Once adopted, it needs to be put into policy. Jan will bring it to the board.

8. Board Agenda: Jan explained the agenda. Since there are new members she recommended spending time on robust introductions. The idea of a discussion on UMRA’s role was generated by Jerry’s president’s column on UMRA’s currency several years ago. Frank noted that relates to the issue of UMRA’s multiple mission statements and the need to unify them. Cherie noted that UMRA programs have heavily relied on medical and science faculty, and urged more variety. The program committee will take note of that. Jan concluded the discussion by saying she will format the agenda with times and a more focused discussion topic.

9. URVC: Jerry said the URVC met last week to work on bylaws, changes related to the McNamara work, and the retirement of a board member/treasurer. 3 of the 4 URVC members are also on UMRA, and there was discussion of the similarity in work. Jerry noted URVC began as an UMRA committee, and thinks they become one organization again, creating a solid image of who serves retirees. Ron noted the UMRA bylaws say nothing about URVC, including not having URVC members on the UMRA board, even though there is a practice of doing so. Frank explained that he and John Anderson had explored bringing the two groups together. Ultimately the barrier was that URVC is within the UMN and gets funding (\$4,000) from the U, while UMRA is external to the UMN and has autonomy. A report to the board about that assessment exists. Julie and Kris noted it results in some confusion. Jan said it would go on the board agenda.

The meeting was adjourned upon a motion by Bill.

MOU Transmittal Email to Provost Rachel Croson

Fri, Oct 8, 4:09 PM (9 days ago)

Jan Morlock <jam@umn.edu>

to Provost, Rachel, Deborah, Ole,
William

Dear Provost Croson:

We are writing on behalf of the University of Minnesota Retirees Association. As you know UMRA and the University have in place a Memorandum of Understanding between our two organizations. We have for some time talked about possible changes to the MOU. We have enclosed a draft of a revised MOU and a document which shows the changes.

Our suggested changes update the MOU, and some additions primarily reflect existing current practices between the organizations. For example we recognize the decision to suspend the funding of our research program and our mutual desire to reinstate the funding when the University thinks that is appropriate. We also explicitly recognize our members' donations to the University as calculated by the University Foundation and agree to continue our cooperation with the University and the Foundation in order to encourage financial support of the University.

We also acknowledge and incorporate the current practice of the University to send emails and letters to retirees to provide information about UMRA and to encourage them to join UMRA. This generally consists of a letter to retirees from our president. Prior to 2016 we sent these letters from UMRA after the University provided the names and addresses. However due to a change in the application of privacy laws, the University now sends the letters. We propose to add letters to retirees from us for a total of three years to remind retirees about the organization.

Finally, we have added a requirement for UMRA to meet with the Provost once a year. We have had a very successful relationship with the office of the provost and want to institutionalize it to assure that it continues. We look forward to working with you and Ole and Deb on these proposals. Thank you for your consideration.

Jan Morlock

University of Minnesota Retirees Association President, 2021 - 2022

William Donohue

University of Minnesota Retirees Association Past President and Board Member

2 Attachments

October 2021 Regents Meeting

Brief published this summary of the October 2021 Regents meeting

Twin Cities, campus leadership engaged in extensive review of current food service operations and, through significant campus community consultation, presented food service recommendations for discussion with the Board of Regents Finance & Operations Committee. Those recommendations include not only continuing to contract with an outside vendor, rather than managing dining services in-house, but also taking the next step in the request for proposal (RFP) process.

The Board also:

- Discussed emerging cybersecurity certification requirements with leadership from the Office of the Vice President for Research.
- Received an update on the system strategic enrollment plan.
- Discussed key learnings from delivering classes during the COVID-19 pandemic, such as best practices for remote or hybrid instruction.
- Toured the University's **Health Sciences Education Center**, which officially opened in Fall 2020.
- Approved the President's recommended six-year capital plan and 2022 state capital request.
- Discussed the University's budget model in an overview provided by Vice President and Budget Director Julie Tonneson.
- Reviewed the Twin Cities campus plan.
- Approved nominations for the University of Minnesota Foundation Board of Trustees.
- Received an overview of the implementation plan for the Positioned for Excellence, Alignment and Knowledge (**PEAK**) Initiative, a systemwide effort to identify opportunities across non-academic functions to increase efficiency or gain capacity to advance the University's teaching, research and outreach mission.
- Began a series of discussions on diversity, equity and inclusion work on each of the University's five campuses, with Dr. Michael Goh, vice president for equity and diversity, presenting about the Twin Cities campus.

Some details from the docket:

The following people were nominated to serve on the University of Minnesota Foundation Board of Trustees.

Regent Mary A. Davenport (eligible for 1st term as a Regent-nominated trustee)

Regent Douglas A. Huebsch (eligible for 1st term as a Regent-nominated trustee)

Richard T. Ostlund (Completing 3rd term as a UMF Trustee, eligible for 4th term, first as a Regent-nominated Trustee)

Erik M. Torgerson (Completing 2nd term as a Regent-nominated Trustee; eligible for 3rd term)

Myron Franz and Kenneth Horstman gave a detailed presentation on the investigative phase of the PEAK project. The project is focused on improving the non academic operations of the U. The goals of the project are to improve user experience, streamline business processes, spend less time on manual tasks, clarify roles and responsibilities and improve the quality of services. The current system problems include duplication of work, unclear business processes, too much focus on manual tasks, unclear roles and responsibilities and lack of clear accountability. Their current focus is Human Resources where they hope to identify ways to modernize service delivery and create efficiencies.

Michael Goh presented the results of work done so far on achieving equity and diversity goals. He focused on three areas: Increase the number of people who participate in intercultural competency and interactional diversity trainings each year, meet with leadership from the 11 sovereign Tribal Nations at least three times per year, and increase the percentage of underrepresented faculty hired year over year. Diversity training moved online and attracted over 10,000 first year student and other undergraduate visits plus 4000 faculty and staff. Meetings with tribal leaders occurred as planned. The latest strategy to recruit persons from underrepresented groups to the faculty is a post-doc program. The program is small and operates across colleges.

The internal audit update presented to the Audit and Compliance Committee noted that work is being done to standardize definitions of Emeritus definitions in People Soft and the Identity Management System. The report includes a large amount of detail about specific audits. One overall observation was that units with identified issues were delayed in addressing them because of COVID related lack of personnel.

The report on the President's recommended 2021 Six-Year Capital Plan and the 2022 State Capital Request recommends \$200 million each year to align with actual deferred building renewal needs. The priorities are renewing high priority buildings and rightsizing campus space, investment in high demand academic programs and mission supported facilities, advance innovations in health sciences, agriculture and biotechnology, enhance student facing facilities, create spaces and places that make the campus more inclusive and welcoming. Renovation of the UMD science building is on deck for next year.

The report on the Twin Cities Campus plan identifies significant changes to the West Bank including the demolition of Anderson Hall and renovation of Wilson library. Changes to the East Bank are mostly focused on the health science corridor including preserving land for a new hospital and moving student housing closer to the river. The plan proposes demolishing Peik and Williamson Halls.

Robert McMaster and John Hoffman presented plans to further integrate undergraduate admissions across the U of M system. The goal is for prospective students to be able to apply for admission to any campus in one location. Work is also being done to facilitate transfer of Major credits between campuses, and to create co-teaching and enrollment opportunities. One impediment to this is unique campus calendars. A shared calendar would facilitate these goals. In addition to work on admissions, McMaster also

presented updates on enrollment numbers and challenges. He summarizes the challenges this way. "Increasing access to higher education for BIPOC students and eliminating achievement rate gaps will become increasingly important in the coming decade if the UMN System is to maintain or grow overall enrollment. More importantly, increasing diversity, equity, and inclusion is essential if the University of Minnesota is to offer degrees of value for graduates who will work in increasingly diverse teams and work environments while living in more diverse communities. Again, there are differing implications by campus."

October 22, 2021

TO: UMRA Board Members

FROM: Jan Morlock

SUBJECT: President's Report

I offer this report on a variety of topics that aren't otherwise on the agenda for our board meeting this month.

The Provost Agreement/MOU Task Force led by Bill Donohue wrapped up its work last month with a recommended form of the MOU that the UMRA board reviewed at our September 20 meeting. The proposed MOU was sent to Provost Rachel Croson with copies to her Chief of Staff Deb Cran and Associate Provost Ole Gram. A copy of the transmittal message is in the board packet, fyi. We've received acknowledgment of the receipt of the MOU and will follow up with the Provost if we do not receive a substantive reply.

Retiree organization conferences: Ron Matross, Cherie Hamilton, and I took part in the 2021 virtual conference of the Association of Retiree Organizations in Higher Ed (AROHE). AROHE is an international association of retiree organizations from colleges and universities large and small. Notes from some of the sessions we attended are attached. Last week, in lieu of the usual in-person conference, the Big 10 Retiree Associations (BTRA) held an informal zoom call with association presidents. The agenda included a discussion of proposed BTRA by-law changes, and a preview of next year's conference, planned to be in-person, at Northwestern University, July 25 - 27, 2022. The chairmanship of this organization rotates among the member organizations. UMRA's turn to chair the BTRA and host the conference will be in 2026.

This month, we received two written comments from board members about UMRA. Included with the board packet is a message from member Sally Kohlstedt. Another UMRA member passed along some impressions that s/he heard from other UMN retirees when she talked with them about joining UMRA. The Communications Committee has agreed to consider how we, UMRA, are presenting ourselves to potential members and the public.

Included in the board packet is UMRA Liaison Cathrine Wambach's summary from the Board of Regents.