This, the second annual report of the UC Davis Retiree Center Advisory Committee (AC) covers the period from July 21, 2006 to June 15, 2007. The first year of the Center was devoted to fine tuning the operational plans and organization of the Center, resolving the Center’s name, developing a position description, and the recruitment of the Center Coordinator. With the appointment of Doreen Barcellona Strnad in June, 2006, the Advisory Committee turned its attention to the actual operation of the Center and providing advice to the Coordinator. The issues considered by the Advisory Committee included clarifying the responsibilities of the Center and the Associations, a modification of the mission statement, development of a budgets, priority setting, coordinator activities, the addition of an administrative assistant to the Center, development of a data base of both faculty and staff retirees, and the development of special activities such as mentors for the TriO Scholars program, participation in the Picnic Day Parade and an open house for the Center, and a very successful reincarnation of the Steak Bake. The following is a presentation of the highlights of the 10 meetings of the Advisory Committee during the 2006-2007 academic year. The full reports of the Advisory Committee meetings are available on the UC Davis Retire Center web site: http://retireecenter.ucdavis.edu/minutes.html

The July 21, 2006 meeting of the Advisory Committee was held at the UC Davis Medical Center including a tour of the Medical Services Campus and a lunch hosted by Gloria Alvarado. Doreen Strnad described her activities since her appointment including meeting with organizations on and off campus to increase the visibility of the Center and getting to know the Directors of the other UC Retirement Centers. Plans for the move from a temporary office in Mrak Hall to Everson Hall were presented. Gregg Servis, Director of Faculty Development at UCDMC described a program that was under development called the Senior Legacy Program. The principal focus is preparing for retirement by holding practical workshops on UC retirement options, including benefits, taxes, and tax shelters. It appeared that there would be a potential for collaboration with the Retiree Center. Discussions were initiated by Dick Walters with Lisa Lapin, Assistant Vice Chancellor for University Communications about retiree participation in the UCD Centennial Celebration scheduled for 2008. Charles Lacy, Bob Ball, and Arlene Kasmire will participate from the Retirees’ Association, while Alex McCalla, Joe Tupin, and Carol Wall will represent the Emeriti Association. The first UC Davis Retiree Center Annual Report prepared by Charles Hess was approved by the Advisory Committee. – Bob Loessberg-Zahl chaired the Nomination Committee with Deanna Falge Pritchard and Ed Costantini as members. The committee nominated Charles Hess and Charles Lacy to be Chair and Vice Chair respectively for a second year. The nominations were unanimously approved.
The budget for the Retiree Center was discussed at the August 25, 2006 meeting. Doreen has been meeting with Leslye Hays, Executive Officer of the Office of Chancellor/Provost. The budget is based on the Organizational Plan developed by the Planning Committee and it was recognized that it would be an iterative process as experience was gained in the operation of the Center. Doreen also reported that Provost Hinshaw would be receptive to a proposal for a second position in the Center. In the meantime the Associations would seek volunteer help. The Advisory Committee recommended that planning for an event such as the Steak Bake for May 2007 be explored with the possibility of a Fall Wine Festival the following year. Doreen provided a description of the Retiree Center web site and the AC committee expressed its appreciation for the help Sharie Sprague provided in its development. A reception to celebrate the opening of the Center in Everson Hall is being planned for February. The AC decided to hold a joint meeting of the AC, the UCDRA Board, and the UCDEA Executive Committee at which Doreen would present her goals and plans for the first year of the Center and provide the opportunity for input from the Association members. The meeting was scheduled for November 6, 2006 in the Buehler Alumni Visitors Center. Doreen and Leslye Hays will draft a letter for Provost Hinshaw to send to the Office of the President requesting that the Center receive the data bases containing the names and addresses of all UCD retirees and that the lists be updated periodically to create an accurate list of retirees who could be contacted to determine their interest in receiving information about the Retiree Center and the Retirees’ and Emeriti Associations. This was the beginning of a major effort of the AC to get accurate retiree data base. Dick Walters played a major role in exploring ways in which the data bases could be maintained in a timely manner.

At the September 15, 2006 meeting of the AC, Doreen reported that the Open House was being postponed because of the time required for other essential activities. The AC recommended that the Open House be held in conjunction with Picnic Day and that the officers participate in the parade, possibly using Bob Halfery and Anne Gray’s vintage cars. The UC Berkeley Retiree Center provided a template and an Access date base for the management of lists of retirees. Liz Hansen offered to provide a list of new retirees. In regard to the budget for the Center, Charles Hess recommended a change in the recommendations from the planning committee’s organizational plan. In the Organization Plan, including the division of responsibilities among the UCDRA, UCDEA, and the Center, the cost of printing and mailing the newsletters to members was the responsibility of the Associations. Subsequently, it has been determined that the costs of printing and mailing Emeritimes, the UCDEA newsletter, had been paid from funds provided by the Provost’s office to the Academic Senate, and the cost of the UCDRA newsletter had been paid by an annual allocation from Dennis Shimek’s office. There was agreement that including these costs in the Center’s budget would be a reasonable approach and that it would help alleviate a UCDRA budget problem. Doreen prepared an excellent justification for the addition of an AA III staff person to the Center and the AC approved a letter from the Chair of the AC to the Provost enthusiastically supporting the addition of a second person to the Center. It was becoming clear that there were more opportunities for the Center to do than there was time to accomplish them. Charles Hess presented the following process to set priorities and which was approved by the AC:
Suggested Process for Setting Priorities

1. The Coordinator sets the priorities based on her experience and knowledge of work load in the Center

2. The priorities would be reviewed at a regular meeting of the Advisory Committee – an opportunity for input and suggestions, with possible reordering based on views of members of the AC as to the needs of the Associations, the campus, and retirees who are not members of the Associations

3. When the Coordinator is approached by an organization or an Association and is uncertain if it should be included in Center activities, first step is to consult with Chair of AC

4. If the Chair is uncertain, and the activity would involve the Associations, he/she would consult with the Chairs (most likely by email, phone, or in a meeting)

5. If the Chair and Presidents are uncertain, the activity would be brought to the next AC meeting, or if the activity were time sensitive, by email

All decisions, whether by the Coordinator, the Chair, or by the Presidents and the Chair would be reported at the next regular AC meeting.

John Yates and Kathie Weatherford came to the October 20th meeting to provide an update on planning for the new South entrance to the campus including the Hotel/Conference Center and restaurant. It is planned to house the Retiree Center in office space included in the hotel/conference center. Doreen reported that the move into Everson Hall is now scheduled for November 17th. Doreen participated in the Association of Retiree Organizations in Higher Education (AROHE) meeting in Arizona. Doreen was elected to the AROHE board. It was agreed that Bob Halferty will chair the joint Fall Meeting of the UDCRA and UCDEA on Health Benefits. Doreen will prepare a questionnaire for distribution at the fall meeting to determine retiree interest in activities that the Retiree Center may provide in the future. It was decided not to hold a November meeting of the AC since the members will attend the joint meeting of the AC and UCDRA Board and UCDEA Executive Committee meeting on November 6th.

Donelle Perkins gave an excellent presentation about the TriO Scholars program which works with first generation college students providing advice about how to approach faculty, money management, and tutoring. Donelle and Doreen are interested in the possibility of faculty and staff to serve as mentors. The AC members were very supportive of this effort. Doreen moved into Evenson Hall, reported that a contract with Reprographics is under development to design a web site for the Retirees’ Association, and that progress has been made in developing a position description for the AA3 position. There was an extensive discussion with Leslye Hays about retiree data base and how it could be used. The retiree personnel data provided by the Office of the President
is the property of the Center and the Center has the responsibility to safeguard the information and make sure that it is used properly. The UCDEA and UCDRA are considered affiliates of the Retiree Center. Affiliates need permission to use the information in the personnel data base. When the data base is accessible, the retirees in the data base will be contacted by the Center to determine if they wish to receive information about the retiree associations. If a retiree responds affirmatively, then the associations may have her/his name and address to send information about membership, newsletters, etc. Different approaches were discussed on how this could be done as efficiently as possible, such as a double post card, one half asking if the retiree is interested in receiving information about the associations and the other half would be used by the recipient to respond. Charles Hess reported on a detailed discussion that he, Leslye Hays, Doreen, and Bob Halferty had to clarify the responsibilities of the associations, the Center and the Provost’s Office in the operation of the Center and development of the budget. Since the information will be used in the preparation of future budgets of the center, the details are included in this annual report. There are five areas in which the Center will provide support to the Associations:

1. Funds for support of meetings:
   a. The Community Room of I-House for the monthly emeriti/retiree luncheons held September through May and the winter and spring Emeriti Association General Meetings.
   b. The Emeriti Association rents a small conference room in I-House to hold Executive Committee meetings held directly after the emeriti/retiree luncheon.
   c. Ball room space in the Activities and Recreation Center Ball Room for three General Meetings of the Retirees’ Association. The Fall General meeting on Retirement and Health Benefits is held jointly by the Retirees’ Association and the Emeriti Association.
   d. AV equipment used by the Associations.
   e. Cost of reserving parking spaces for the Retirees’ Association General Meetings.
   f. Cost of printing and mailing monthly post cards about the Emeriti/Retiree luncheon programs to members without email.

2. Newsletter layout, duplication, and mailing.
   a. The Emeriti and Retirees’ Associations each publish a newsletter three times per academic year.
b. Preparation of the contents of the newsletters is the responsibility of the Associations. The Retirees’ Association will also do the layout of their newsletter.

c. The Center does the layout for the Emeriti Association newsletter and the duplication and mailing of both newsletters to members receiving hard copies and electronically sending the newsletter to members who use e-mail. The cost of duplication and mailing is paid by the Center.

3. Travel expenses incurred by representatives from UCDEA and UCDRA going to the meetings of the Council of University Emeriti Associations (CUCEA) and the Council of University Retirees’ Associations (CUCRA), respectively. Travel includes per diem, mileage or airfare, and motel costs when applicable.

4. The costs associated with hosting the CUCEA and CUCRA meetings on the UC Davis campus will be paid by the Center. The cost includes room rentals, a continental breakfast, lunch, and coffee/tea breaks.

5. Costs of equipment replacement and supplies for the Emeriti Association Video Records Project.

Annual Budget Process

1. The Presidents of each Association will present a budget proposal for any changes in Center support in the four areas described above as well as any new areas for support in sufficient time to be incorporated into the campus’s annual budget cycle.

2. The proposed budgets would be reviewed at the Presidents meeting to provide an opportunity for a comparison and coordination of the two Association proposals.

3. The Association budgets would then be incorporated into the overall Center budget proposal by the Coordinator.

4. The overall budget would be reviewed by the Advisory Committee and submitted by the Coordinator to the Executive Officer, Chancellor/Provost’s Office.

5. If sufficient funds are not available to accommodate the combined requests from the Associations and the Center, the Coordinator would prepare a revised budget for review by the Advisory Committee. If reductions include reductions in the requests from the Associations, the reductions would be made in consultation with the Presidents of the Associations.
Following review by the Advisory Committee, the revised budget would be submitted by the Coordinator to the Executive Officer, Chancellor/Provost’s Office.

At the end of the meeting Liz Hansen announced that this would be her last AC meeting since she was planning to retire and move to the East Coast. The Committee expressed its appreciation for all that Liz has done as a member of the planning committee for the Center and as a member of the AC.

Doreen announced at the January 19th meeting that the Provost had approved the recruitment of a full time Administrative Assistant 3 position. – Doreen presented a first draft of the Retiree Center budget. Suggestions were made for modifications of the budget including that there should be two budgets. One would be for the current year and the other a proposed budget for the 2007-2008 academic year. It was agreed that Doreen would work with the budget people in the Office of the Provost and Chancellor and bring back a revised version of the budget for the February meeting. Doreen presented a revision of the Retiree Center mission statement including suggestions made by Leslye Hays. There were suggested modifications and it was agreed that Doreen would incorporate the suggestions and circulate a revision by email with the goal to finalize the statement at the February meeting.

The base operating budget for the Center was presented at the February 16th meeting. It was broken out into functional categories for the Center and the two Associations. Since $96,000 had been allocated for the first year of the Center FY05-06 and only $6,138 had been expended, there is a carry forward of $89,862 because the Center did not become operational until the coordinator was appointed in June 2006. Part of the carry forward ($25,000) was used for startup funds to furnish the Center’s new office in Everson.

A second budget, called the “Carry Forward Proposal”, shows additional allocations from the carry forward funds for Center activities including the TriO Scholars Program, Picnic Day, and the Advisory Committee Thank You Lunch. An increase was also provided for the mailings to retirees to determine if they would be interested in receiving information from the Associations. There were also allocations from the carry forward funds for the membership mailings and web sites for the two associations. The Advisory Committee suggested that the $900 for the Thank You Lunch be removed and that a no host lunch be held instead. Also, as noted above Dick Walters recommended that the $3,000 for the Emeriti Association web site redesign be removed. Carry forward funds not used in the actual expenditures in FY06-07 will be used in the proposed budget for FY07-08.

The Advisory Committee was very pleased with the format of the presentation. In addition to having a clearer understanding of the resources available and how they are being used, it also demonstrated the need for the Advisory Committee to help prioritize activities to be able to be sure expenditures do not exceed available funding. In view of the fact that the Center will use the carry forward funds in FY06-07 and FY07-08, additional operating funds for the Center will have to be requested in FY08-09 when the Center is reauthorized by the Provost. Details of the budget presentation can be found as
attachment to the Record of the February 16, 2007 meeting of the AC on the Retiree Center web site.

The AC approved the following mission statement for the UC Davis Retiree Center:

The UC Davis Retiree Center’s primary mission is to help our retired faculty and staff continue a strong connection to the university. The Center will facilitate a role for retirees in the campus community and enhance the quality of life in retirement by providing access to professional resources specific to the needs of retirees. We achieve our mission by supporting the work of the Emeriti and Retirees’ Associations and providing programs and services that support retirees at the UC Davis and UCD Health Systems locations, and contribute to the continued well being and creativity of all retired faculty, staff, and their families.

It was announced that the joint meeting of the Council of UC Emeriti Associations (CUCEA) and the Council of UC Retirees’ Associations (CUCRA) will be held on the Davis Campus on October 25, 2007.

John Koch, Director of Planned Giving, described the educational programs offered by his office at the March 16, 2007 meeting of the AC. The Charitable Gift Annuity was discussed as a mechanism for a donor to make an irrevocable gift of cash or securities to the University, and receive both an income tax deduction and a fixed income guaranteed for life. John will prepare an article for the EmeriTimes describing this and other “Simple Ways to Leave your Legacy” as well as work with Doreen to have program flyers on the Retiree Center web-site. Bill Brooks reviewed the University’s 2007 Medical Plan Bid Process. All health care providers are being asked to submit bids keeping in mind the goal to preserve health benefits while managing rising costs. Under consideration are consolidating the number of general medical plan providers, using specialty providers for specific benefits such as pharmacy and behavioral health care, and continuing to focus on employee well-being. It was agreed that this year’s joint October General Meeting on Health Care and Retirement Benefits will be of great interest to members. It was decided to hold the July 20th meeting of the Advisory Committee at the UC Davis Health System on the Sacramento Campus.

There was no meeting of the Advisory Committee in April to provide time for interviewing candidates for the Administrative Assistant position.

Marjorie Ahl, the newly appointed Administrative Assistant for the Center was introduced at the May 18th meeting of the AC. The AC discussed the continuing challenge of maintaining accurate information on the status of all UC Davis retirees. In order for the Retiree Center and both the Retirees’ Association and Emeriti Association to receive timely information on recent retirees it seemed that it should be possible to obtain the information from the campus at the same time it was sent to the Office of the President. Human Resources no longer maintains this information and it was suggested that the best option would be to work with IET/Payroll. Bob L-Z will pursue this approach in consultation with Doreen. Although space for the Retiree Center was not
included in the Davis Enterprise article describing the Regents approval of the Hotel/Conference Center, Bob L-Z, after consultation with John Yates, assured the Advisory Committee that space for the Retiree Center was included in the Hotel/Conference Center. Charley Hess asked Bob L-Z to serve as chair of a nominations committee with Dick Wydick and Anne Gray as members. It was suggested that Anne may consult with Deanna Falge Pritchard when she returns to Davis. The Nominating Committee was asked to give its report at the June 15, 2007 meeting.

The discussion of timely acquisition of data on new retirees continued at the June 15, 2007 meeting. Bill Brooks stated that while the retirement process entails paperwork at Human Resources and Benefits, retirement is not consummated until confirmed by UCOP. Nonetheless, departments process the retiree’s separation in the payroll system, and if correctly coded as separation, it should be possible to generate a report from Payroll. It was agreed that Bill, Doreen, and Bob L-Z would follow up on this approach. The Steak Bake was an outstanding success with 92 people in attendance, there was a short fall of approximately $200-250. The Advisory Committee requested that the presidents of the two associations present to their boards a request to fund the shortfall of social events on a prorated basis of attendance of the event from each association. It is requested that the associations allow any overage to be held by the Retiree Center to be used by the next social activity. In the future, social events will attempt to have representatives from each association on the planning committee to assist with cost control. Charley Hess discussed the feasibility of an Oktoberfest event with Charles Bamforth, Chair of the Department of Food Science, and Dr. Bamforth expressed a willingness to help. The Advisory Committee requested that Doreen to form a committee to explore the possibility of a fall event and including recent retirees. It would also maintain the momentum provided by the successful Steak Bake event. Dick Walters and Deanna Falge Pritchard agreed to represent the Emeriti and the Retirees’ Association respectively on the Oktoberfest Planning Committee.

Bob L-Z reported that the Nominations Committee had been unable to present a slate. After some discussion, Charles Lacy was nominated and seconded to serve as president of the Retiree Center with Bob Halferty and Dick Walters, presidents of the two associations serving as co-vice chairs.

The members and officers of the 2006-07 Advisory Committee were:

Charles E. Hess, Past President UCD Emeriti Association, Chair
Charles Lacy, Past President UCD Retirees’ Association, Vice Chair
Gloria Alvarado, Executive Director, UCDHS Human Relations
William Brooks, Interim Manage, Benefits & Insurance Contributions
Anne Gray*
Robert Halferty, President, UCD Retirees’ Association
Calvin Handy, Member-at-Large representing non-association members
Elizabeth Hansen, Manager, Benefits & Insurance Contributions**
Leslye Hays, Executive Officer, Chancellor/Provost’s Office
Robert Loessberg-Zahl, Assistant Executive Vice Chancellor
Barbara Nichols, Past President, UCD Retirees Association
Deanna Falge Pritchard, Member-at-Large, UCD Retirees’ Association
Richard Walters, President, UCD Emeriti Association
Richard Wydick, Member-at-Large, UCD Emeriti Association

*Anne Gray, UCDRA Past President and a member of the UC Davis Retiree Center Planning Committee, participated in the Advisory Committee meetings when Deanna Falge Pritchard was not able to attend.

**Elizabeth Hansen retired after the October 20th meeting of the Advisory Committee and was replaced by William Brooks.

The complete record of each Advisory Committee meeting can be found on the UCD Retiree Center web site: http://retireecenter.ucdavis.edu/minutes.html

Respectfully submitted

Charles E. Hess
July 20, 2007