

**Division of Responsibilities between  
The UC Davis Emeriti Association (UCDEA)  
and the UC Davis Retiree Center**

(Revised July 2015)

**Introduction**

The UC Davis Emeriti Association (UCDEA) was formed to provide retired UC Davis faculty and emeriti from other UC campuses living in the Davis area with opportunities for continuing interest in and support for the excellence of the University of California, Davis. The UC Davis Retiree Center (Center) was created in 2006 to provide programs and services for all retired faculty and staff and to provide administrative support to the UCDEA and the UC Davis Retirees' Association (UCDRA).

**UCDEA Services and Programs**

The UCDEA represents UC Davis emeriti/ae and provides the following services and programs for its members.

- **Advocates** for continued campus emeriti/ae benefits, including complimentary parking and lifetime library privileges
- **Monitors** statewide or campus actions that relate to emeriti/ae welfare, such as pension, health care, and departmental privileges.
- **Plans** educational talks and other programs jointly with the UC Davis Retirees' Association (UCDRA)
- **Sponsors** three membership meetings per year
- **Communicates** with members via a website and other media
- **Supports** the UC Davis Retiree Center
- **Recognizes** emeriti/ae with three annual awards—the Edward A. Dickson Award, the UC system-wide Constantine Panunzio Award, and the UC Davis Distinguished Emeritus/a Award
- **Intercedes** on behalf of individual emeriti/ae with specific problems relating to retirement status or transition

## **Division of Responsibilities**

### **“Brainfood Talk” Luncheon Program**

These educational talks are held each month during the academic year from October to May, except for the months when membership meetings are held. The program is coordinated by a Program Committee with representation from the UCDEA and the UCDDA. The Program Committee sets the dates, identifies speakers, extends the invitation to speakers and follows up with speakers to get information for publicity and facility set-up purposes.

The Center reserves space, arranges for any A/V equipment needs and coordinates refreshments. The Center also publicizes the talks via email, U.S. mail, the UC Davis calendar and other media. The Center pays for space rental, rental of A/V equipment (if necessary) and publicity. The UCDEA pays for refreshments.

### **UCDEA Membership Meetings**

The UCDEA holds two membership meetings each academic year in the fall and spring quarters. The fall meeting traditionally is held jointly with the UCDDA and is usually the largest meeting of the year. The annual business meeting, including elections of officers for the following year, occurs at the spring meeting.

The Program Committee plans for speakers at each of these meetings. The UCDEA president determines the agenda for the business meeting. The Center reserves meeting space, arranges for A/V equipment needs, coordinates refreshments and publicizes the meetings. The Center pays for space rental, A/V equipment (if necessary) and publicity. The UCDEA pays for the refreshments (shared with the UCDDA for the joint meetings).

### **Special Functions**

The UCDEA may hold special functions such as dinners, field trips, etc. The Center assists with arrangements for special functions and the UCDEA pays for any costs exceeding revenue.

### **UCDEA Video Records Project**

The UCDEA Video Records Project provides an oral history of the campus by recording videos of emeriti and campus administrators. The records are available on YouTube and are maintained in the Shields Library.

The Committee arranges for interviews, films and edits the DVDs, uploads them to YouTube and delivers them to the Retiree Center. The Center distributes the DVDs and collects payment for additional copies. The cost of equipment and supplies is covered by the UCDEA.

### **UCDEA Awards**

The UCDEA Awards and Recognition Committee coordinates the process for various emeriti awards, including the Edward A. Dickson Award, the UC Davis Distinguished Emeritus Award and the UC system-wide Constantine Panunzio Award. The Center publicizes the awards, issues the calls for nomination, collects nominations and prepares packets of nominating materials for the Awards and Recognition Committee. The Committee reviews the nominations, makes recommendations to the UCDEA Executive Committee and notifies the nominees of the results.

### **Publicity and Communications**

The UCDEA Communications Committee oversees the distribution of information to members and outreach to non-members. The Center assists with design and coordination of communication pieces.

#### **UCDEA Brochure**

The UCDEA brochure is distributed to new emeriti, displayed at events and made available at the Center and on the UCDEA website. The UCDEA provides the text for the brochure and pays for all costs associated with its printing and/or distribution. The Center coordinates design, printing and distribution.

#### **UCDEA Website**

The UCDEA website provides information about the organization, including its history, leadership, activities, awards and video records project. The UCDEA provides direction to the Center for the site's design and text. The Center maintains and updates the basic information such as upcoming activities. The UCDEA may designate a "webmaster" to coordinate additional or enhanced updates to the site.

#### **Participation in CUCEA**

CUCEA, the Council of University of California Emeriti Associations, meets each fall and spring quarter at one of the UC campuses, rotating between the northern and southern California campuses. The UCDEA normally sends the President and/or Vice President of the Association as its representative(s) to the meeting. The Center pays for the transportation and lodging costs of one representative.

Approximately every four years UC Davis hosts the CUCEA meeting, which is held jointly with the Council of University of California Retirees Association (CUCRA). Participants pay a registration fee to attend the meeting and the Center pays for any costs that exceed the registration revenue.

#### **Advocacy on Behalf of Emeriti**

All advocacy efforts are the responsibility of the UCDEA.

#### **Membership**

The UCDEA Membership Committee coordinates efforts for recruitment of members. The Center maintains the membership database including life members, annual dues-paying members and associate members (spouses/partners of deceased emeriti). The Center sends dues notices to the annual dues-paying members and maintains a record of payments. The UCDEA pays for the costs associated with membership recruitment.

#### **UCDEA Finances**

The UCDEA sets membership dues and keeps all records of expenditures of UCDEA funds in accord with the priorities stated in the annual budget.