

**Attachment One:**

**Center for SUNY Retirees Service Corps  
Steering Committee Meeting  
Thursday, August 7, at 1:30 PM in N-520**

Members present: Jim Kalas, Tom Wolff, Curtis Lloyd, and Carl Wiezalis

**Notes of the discussions**

**1. Handouts:** The following hand outs were distributed;

- Draft Center for SUNY Retirees brochure
- Draft document on the functions and composition of the Advisory Committee
- Action Strategies for accomplishing Center's mission and goals
- Draft of the webpage design and layout

**2. Meeting with Michael Burgess:** Ram and Jim reported of their meeting with Michael Burgess, Director of the NYS Office of Aging. The Director was supportive of this SUNY retirees' initiative and indicated the areas where SUNY retirees could be involved. He also said that this SUNY initiative was consistent with the NYS Governor's emphasize on community service. He agreed to appoint a person from the NYSOFA to serve on the Center's Advisory Committee. Overall, it was a very positive meeting and we felt good in connecting with NYSOFA.

**3. Advisory Committee:** The group agreed to:

- Changing the name of the Advisory Committee to Advisory Council;
- Changing the name of the steering committee to Executive Committee of the Advisory Council;
- Appointing President (or a designee) of the Community College Faculty Council as an ex officio member on the Advisory Council and a member on the Executive Committee;
- Increase the advisory council membership from ten to twelve retirees – at least one retiree from each of the ten SUNY regions and two at-large members;
- Initial appointment for three years, on a rotating basis;
- Advisory Council members to work with the campuses within their regions to encourage them to establish retirees programs;
- Advisory Council to meet at least three times a year in different locations within SUNY.

**Assignments:**

- Curtis was requested to suggest names from among the administrators and support staff (from different regions) to serve on the Advisory Council; Carl was asked do the same from faculty; Ram was asked to work with Judy Wishnia to get some names. These nominees must be retirees with a strong commitment to community service and represent diversity in their professional experience and background.
- Tom offered to write a revised description of the Advisory Council focusing on the "rotation" aspect of the membership

**4. Center Brochure:** The group agreed to:

- Deleting of "center" from the title – it will be called "SUNY Retirees Service Corps."
- Goals will be called as "developmental strategies."
- Some minor changes here and there in the draft.

**Assignment:** Give another review to the draft for other changes. Send changes by Wednesday, Aug 13.

**5. Collaboration with UUP:** The group agreed to work with UUP to access its data base of about 3500 retirees. Ram to work with Judy to work out the strategies for obtaining information from the retirees for inclusion on the Center's database.

**6. Strategies for encouraging campuses to institute retirees programs:** The group reviewed the draft and endorsed the strategies proposed to accomplish the Center's mission.

**Assignments:**

**A. Creating Awareness and Support:** Curtis was requested to make arrangements (location/dates) for making presentations to SUNY and campus administration and other groups regarding this new SUNY initiative. The support of the campus presidents is vital to the success of the retirees' initiative. Carl was requested to do the same for the forthcoming University Senate and Community Colleges Faculty Council meetings. Ram will work with Judy Wishnia for making similar presentations to the UUP groups.

**B. Encouraging Campuses to Set up Retirees Programs:** Tom Wolff was requested to initiate the setting up of a retirees program at Upstate, Carl was requested to do the same at ESF; Jim to do this at Empire State; Curtis/Ram to do the same at System Administration. Note to Carl: A group of retirees at ESF are currently engaged in setting up a retirees' program. Instead, consider doing this either at Oswego or at SUNYIT.

**7. Review of the webpage:** Eric gave a demonstration of the proposed SUNY retirees' website. He explained the features of this website and requested feedback from the members. The website is a work in progress and it will incorporate the suggestions made by the members.

**8. Next meeting:** To be decided.