



Chinese-American Faculty  
& Staff Association  
Cleveland State University, Cleveland, OH 44115

## CAFSA Business Luncheon

PE 203, May 12, 2004

### Minutes/Summary

- There are 15 members attended the luncheon held in PE 203
- Jeff Chen thanked the committee members for their hard work serving the organization during 2003 – 2004. He also conveyed the greetings from Carolyn Lin and Helen Tien to CAFSA members upon their departure. They appreciate what CAFSA has done and treasure the time with the group. Carolyn is a past president of CAFSA.
- Eddie Lam gave the Treasurer's Report. The CAFSA balance (after payout for this luncheon) is about \$900 – the same as we had at the beginning of the year.
- CC Bowen introduced the nominated officers. Eddie Lam for Vice President; Angelin Chang for Social Director; Li Qian for Treasurer (absent).
- Jeff Chen gave an introduction to Institutional Research functions at CSU and its potential benefits to faculty and staff. (Thanks for Eddie's tech support, it went very well.)
- CC Bowen provided advice and demoed her "dossier" to junior faculty members on "How to sail through one's tenure/promotion"
- Members discussed in length in promoting collaboration between CSU and China via web based courses. The discussion was very informative and helpful. John Holm was in attendance and provided advice to the discussion.
- Things to follow up:
  1. Jeff Chen has invited Paula Gnepp, a past president of CAFSA (retired) to briefly summarize the history of CAFSA (include a list of past CAFSA officers). Paula is considering it.
  2. Professor Xiong will provide members the URL of a Chinese Professional Society, which will help broaden their contacts in the area of Higher Ed.
  3. CC Bowen will mail the ballots to all paying members for the election of officers.
  4. Jeff Chen will appoint two members to form the audit committee to audit CAFSA finance in June (after Eddie returns from summer vacation).
  5. The newly elected treasurer, Eddie, CC, and Jeff may need to go to the bank for the transfer of signatory authority of the CAFSA account.

Jeff Chen

CAFSA EXECUTIVE COMMITTEE MEMBERS (2003-2004)

Dr. Jeff Chen, President, Director, Institutional Research

Dr. Chieh-Chen Bowen, Vice President, Assistant Professor, Psychology

Dr. Eddie Lam, Treasurer, Assistant Professor, HPERD

Dr. Xiang Zhou, Associate Director, Facility Manager, Chemistry

Ms. Jenny Jia, Social Director, Accountant, Controller's Office