

EXECUTIVE BOARD MEETING MINUTES

BOARD MEETING DATE: September 20, 2023

LOCATION: Ocean’s Casino and Resort Atlantic City, NJ/Virtual

OFFICE/COMMITTEE: Recording Secretary

COMMITTEE MEETING DATE:

PERSON(S) SUBMITTING FORM: Dr. Debora Rivera

Call to Order

Meeting was called to order by President Al-Lateef Farmer at 10:30 AM

Roll Call by Recording Secretary, Dr. Debora Rivera

Present: Dr. Andre Turner, Arthur Horn, Florangel Cabrera, Ruben Melendez, Al-Lateef Farmer, Alex Delgado, Lissette Herrera, Ivory Luke, John Marshall, Alan Manzueta, Natalie Quinones, Jose Rodas, Terrence C Harris, Liz O’Brien, Chrysten Colaccico, Faheed Washington, Marie Sanjurjo Lopez, Khayriy Tilghman, Christine Millien. From the OSHE/EOF Central Team: Dr. Hasani Carter, Hema Patel, Dr. Stephanie Shanklin, Peter Collazo

Absences: Taruna Chugeria, Johanna Romana, Viviana Zambrano, Dr. Jenice Sabb-Dumas

I. EOF Central/OSHE Updates

- a. Introductions
- b. How EOF works
 - Discussed the connection between the Governor’s Office, OSHE, EOF Board of Directors (8 public members), the Educational Opportunity Fund Office, EOF campus programs and EOFPANJ, AESNJ, and EOFSA.
 - EOF Board of Directors
 - 10 members who serve on the Board;
 - 8 public members appointed by the Governor’s Office
 - OSHE Secretary of Higher Education
 - HESAA Board Chair
 - Annually there are (4) Board meetings and are open to the public.
 - For FY2022:
 - i. July 27, 2023
 - ii. October 19, 2023
 - iii. February 8, 2024
 - iv. May 9, 2024

- c. OSHE Staff
- d. EOF Model - Programmatically
 - Research and best practices, assessment and evaluation, student monitoring and information systems are continuously being observed.
 - Outreach which includes recruitment and admissions
 - Summer Program
 - Pre-First Year Student
- i. Assessment, orientation, academics, student leadership and personal development
 - Renewal Students
- i. Special enrichment programs and catching up
 - Academic Year Support
 - Assessment, basic skills, supplemental instruction, learning assistance, academic monitoring, counseling, tutoring, structured study, leadership development, career exploration, graduate school preparation, and financial aid.
 - Winter Session
 - Renewal Student
- i. academic special enrichment programs and catching up
 - Graduation, Graduate and Professional Schools
- e. FY24 EOF Program Liaison Assignments
 - Dr. Hasani Carter (hasani.carter@oshe.nj.gov)
 - Rutgers University - Camden, Rutgers University - College of Nursing, Rutgers University - Graduate Biomedical, Rutgers University - Graduate Education Prep, Rutgers University - Graduate (except Bio-Medical), Rutgers University - New Jersey Medical School, Rutgers University - Newark, Rutgers University - ODASIS, Rutgers University - Office of EOF Admissions, Rutgers University - Robert Wood Johnson Medical School, Rutgers University - School of Arts and Science (New Brunswick), Rutgers University - School of Engineering, Rutgers University - School of Environmental and Biological Sciences, Rutgers University - School of Health Professions, Rutgers University - School of Pharmacy, Rutgers University - Summer Grads
 - Peter Collazo (peter.collazo@oshe.nj.gov)
 - County College of Morris, Felician University, Middlesex College, Monmouth University, Ramapo College of New Jersey, Rowan School of Osteopathic Medicine (SOM) - Graduate Only, Rowan School of Osteopathic Medicine (SOM) - Pre-Matric, Rowan School of Osteopathic Medicine (SOM) - Summer Prep, Rowan University - Camden, Rowan University - Cooper Medical School - Graduate Only, Rowan University - Cooper Medical School - PULSE Program, Rowan University - Glassboro, Rowan University - Graduate Biomedical, Saint Peter's University, Salem Community College, St. Elizabeth University, Stevens Institute of Technology, William Paterson University.
 - Hema Patel (hema.patel@oshe.nj.gov)
 - Bergen Community College, Brookdale Community College, Essex County College, Farleigh Dickinson University - Florham, Farleigh Dickinson University - Metropolitan, Hudson County Community College, Kean University, Mercer County Community College, New Jersey City University, New Jersey Institute of Technology, Ocean County College, Passaic County Community College, Raritan Valley Community College, Sussex County Community College, The College of New Jersey, Union County College, Warren County Community College.
 - Dr. Stephanie Shanklin (stephanie.shanklin@OSHE.nj.gov)
 - Atlantic Cape Community College, Caldwell University, Camden County College, Centenary University, Drew University, Georgian Court University, Georgian Court, Montclair State University, Montclair State University - Bloomfield, Montclair State University - Health Career Programs, Rider University, Rider University, Rowan College at Burlington County, Rowan College of South Jersey - Cumberland, Rowan College of South Jersey - Gloucester, Seton Hall - Law, Seton Hall University - Main, Seton Hall University - Pre-Legal, Seton Hall University - Pre-Med/Pre-Dental, Stockton University - Atlantic City, Stockton University - Galloway.
- f. Final Approved EOF FY 2024 Appropriation

	FY23 EOF Final Appropriation * (\$)	FY 24 EOF Final Appropriation (\$)	Change	% Increase
Article III	37,329,000	37,329,000	0	0%
Article IV	17,509,000	17,509,000	0	0%
Total EOF	\$54,838,000	\$54,838,000	\$0	0%

g. EOF Fiscal Distribution Chart

h. EOF Campus Resources

- https://www.nj.gov/highereducation/EOF/EOF_Program_Resources.shtml

i. Know the EOF Regulations

- The EOF regulations are set to expire on October 14, 2023. Re-adoption process is currently underway.
- Re-adoption process consisted of a committee of volunteers (EOF Alumni, EOF campus staff, HESAA, EOF Board of Directors and OSHE Staff).
- Goal is to have the EOF Regulations re-adopted with the proposed amendment by Spring 2024.

j. OSHE/EOF Support: Central Initiatives and Training

DIRECT SUPPORT FOR THE FOLLOWING ACTIVITIES:	DOES NOT PROVIDE DIRECT SUPPORT:
<ul style="list-style-type: none"> • Fall EOFPANJ/AESNJ Conference • Spring EOFPANJ Conference • Counselor Training Institute • Director's Training • Tri-State Biennial Conference/Leadership Institute • Other Special Training/Meetings (Budget Trainings/EOF Goals and Objectives/etc.) • Graduate Achievement Award Ceremony 	<ul style="list-style-type: none"> • EOFPANJ Retreat • EOFPANJ Executive Board meetings and other EOFPANJ/AESNJ/EOFSAA operational costs • Program Advocacy Events (i.e. EOF Student Day @ the Capitol) • Other items not approved by OSHE/EOF and the EOF Board of Directors • Paying for EOF professional staff to present at conferences and events

k. EOFPANJ Fiscal Responsibilities

- Ensure accurate accounting of all funds received and payments rendered.
- Careful stewards of State Funds.
- Must ensure that activities supported with EOF funds are in compliance with the EOF regulations.
- Timely and accurate completion of budgets and expenditure reports.
- Transparency and accountability.

l. Tri-State Consortium of Opportunity Programs (NJ, NY, PA)

- It is an association of associations. It brings together the opportunity programs that operate out of New Jersey, New York and Pennsylvania. Created to help bring together the Opportunity Programs from the three states in an effort to help advocate, promote, support, and develop professional staff and students.

- 12 representatives per state
- President of EOFPANJ is afforded the ability to identify 10 of NJ's members. Two will come from the OSHE/EOF office.

- Host a Biennial Conference and Leadership Institute

m. EOFPANJ Advocacy - What is the ask?

- It is important to always remember “One Voice, One Message”.
 - Annually, EOF continues to see additional Art. 3 and Art. 4 resources to help sustain and enhance program support for students.
 - For FY24, while we were level funded, EOF was able to work with HESAA to get additional funds in HESAA’s part-time TAG or EOF students appropriation. The increase allowed for the Fund to permit all of the EOF academic year campus programs to have the ability to award a part-time EOF grant to their initial and renewal students.
 - For FY24, EOF was also able to increase the EOF Academic Year Article 3 grant for undergraduate commuter students at our 4-year senior public institutions. Specifically, the increase aligned the maximum EOF commuter grant with the maximum residential grant amount.
- n. Current Challenges
- Program enrollment
 - Program/Institutional Staffing
 - Program Budget Management
 - Refunds
 - Other challenges
- o. Getting involved with EOFPANJ and Tri-State Consortium of Opportunity Programs
- Expand your network and make new connections
 - Opportunity to learn new skills that are needed to succeed as a higher education administrator (i.e. budget development, program advocacy, curriculum/event development, program assessment, etc.)
 - Growth and professional advancement requires the ability to stretch and challenge yourself. EOFPANJ provides a safe space to learn and be surrounded by professionals who want to see you succeed.
 - EOF counselors and alumni have gone on to become Directors, Deans, VP’s and Presidents, and even OSHE/EOF Administrators.
 - Don’t wait for someone to approach you. Take the initiative and contact an EOF Board member about how you can get involved. This is your opportunity to help make EOF better while making yourself a better professional.
- p. OSHE-EOF Office Expectations
- One of the many primary reasons why EOF has been so successful has been due to the close relationship between EOFPANJ and OSHE/EOF Central Office. To that end, here are a few expectations from the OSHE/EOF Office:
 - Open communication
 - Understanding the limitations of the OSHE/EOF Office and that of EOFPANJ
 - Integrity, Transparency and Honesty
 - Feedback
 - Getting others involved
 - Appreciation
- q. Questions/Comments

II. Voting In Board Positions

- a. Sector Representative Independent Colleges/Universities: Central/South
- **Motion to appoint Liz O’Brien as Sector Representative for Ind. Colleges/Universities**
- Moved by Ruben Melendez**
Seconded by Christine Millien
Vote: Yes = 13; No = 0; Abstain = 0
- b. Recording Secretary
- **Motion to appoint Dr. Debora Rivera as Recording Secretary**
- Moved by Ruben Melendez**
Seconded by Liz O’Brien
Vote: Yes = 13; No = 0; Abstain = 0
- c. Sector Representative Community Colleges (CC): North
- **Motion to appoint Johanna Romana as Sector Representative CC North**
- Moved by Ruben Melendez**

Seconded by Liz O'Brien

Vote: Yes = 13; No = 0; Abstain = 0

d. Sector Representative State Colleges/Universities: North

- **Motion to appoint Natalie Quinones as Sector Representative State: North**

Moved Ruben Melendez

Seconded by Florangel Cabrera

Vote: Yes = 13; No = 0; Abstain = 0

e. Sector Representative Public Research Colleges/Universities: North

- **Motion to appoint Lissette Herrera as Sector Representative Public Research North**

Moved by Ruben Melendez

Seconded by Liz O'Brien

Vote: Yes = 13; No = 0; Abstain = 0

f. Sector Representative Public Research College/Universities: South

- **Motion to appoint Taruna Chugeria as Sector Representative Public Research South**

Moved by Ruben Melendez

Seconded by Liz O'Brien

Vote: Yes = 13; No = 0; Abstain = 0

III. New Roles on the Board

a. Khayriy Tilghman - Assessment

- **Al-Lateef Farmer:** Khayriy approached me with his interest in conducting assessment for the Board. This is something that I already had in mind so when he approached me, it was a good thing.

IV. Comments

a. **Ruben Melendez:** For all of us to conduct business, we all need to be members in good standing. Last year, we voted to have the President's budget account for all the Board members dues and would get reimbursed as the funds came in. Again, it's important that all members are in good standing. **Al-Lateef Farmer:** Arthur, we need to connect with you and Florangel to get the link so that we can send it out to members so that they can start paying. **Arthur Horn:** I don't have access to the website so I can't put the link up. **Florangel Cabrera:** I have the link, the problem is that he needs to create accounts for everyone. **Arthur Horn:** I am working on that now.

V. Ice Breaker

a. Led by Chrysten Colaccico

VI. President's Welcome and Address

a. We are going to have a conversation about what the next two years will look like. Make sure that we are all active with the dues so that we can work collaboratively to infuse some new ideas and energy into the membership. We need to find unique ways to support the membership. But ultimately, find better ways of supporting our students. For me, this is what it's all about for the next two years, four years, six years, whatever it is.

b. First, I just want to thank you whether you were voted in, volunteered, or asked to join. I had no idea what this was going to be like. The last two weeks I have learned so much. It's been a eye opener, but like in anything else I take on, I only know one way of doing it - that's to give my all. And if you know anything about working with me, that's kind of my expectation for people that are with me. Everyone is going to give everything they have. Even if what you have left is 10%, that 10% should be going into EOFPANJ. If you don't have anything to give, then let's have a conversation about what you are going to do, you can step off gracefully, or we can have a conversation in an opening meeting about what you are not doing.

c. We have all committed to this, so let's do it. The membership is counting on us to be their eyes and ears. They are counting on us to be present and we cannot do the job if we are not present. We can't be effective if we are not present. I am not a fan of the hybrid, but I understand that we need to. We will have it available but let's try to get in the room and work together.

d. My vision for the next two years? That is the question I've been asking myself for the past four or five months. We're going to have fun. We're going to do things differently and new. I want all the ideas. We need students to be more present. Christine said students need to do performances and give speeches during Day at the Capitol. It might not be what the legislature is used to, but if we want to get the most out of that experience, we need to make it so that they are comfortable sharing. For some of them maybe write a poem. For others it might be standing there and reading off their phone. For others, it might be singing a song. We need to find ways to engage students post pandemic so that they can advocate to the legislatures.

e. I've been trying to think of a theme and I can't. Here we are now in year 55 so, as a collective, by the end of this retreat, can we agree on a theme? You already have something? Khayriy Tilghman: Maybe, but, one of my things is alumni. I know at my school, our alumni engagement is not the best. I would like to see us do something to better engage alumni. **Al-Lateef Farmer:** We have EOFSAA and we need to schedule that meeting with them. We are looking to have a better relationship with EOFSAA. This time around last year, they were trying to break off and do their own thing. They have had a change in leadership and a change in heart. So, our goal would be to connect with them in a more meaningful relationship. But they also have to express, and I will talk to Tammy about this once we sit down, they have to engage with their membership in better ways. They had a couple of events this summer and I am not sure who was there. We will talk about how to engage the alumni association, but also our alumni. We need to also find a way to engage our alumni on our campuses. With the sector reps, if you want to connect with EOFSAA and try to partner and bring it back to us, that would be great. **Natalie?:** Something just crossed my mind - has anyone ever watched the Sixth Man Movie? Something that was discussed in the Leadership Lab. Sixth Gen Innovation. Couldn't make out the comment. **John Marshall:** I do have an idea - something like where we came from and where we are going. **Al-Lateef Farmer:** Is that for the theme? **John Marshall:** Yeah. **Christine Millien:** I like that because I feel that a lot of the conversations we have on campus are as the regs changed, we forget about the history of EOF and why we started, so I do think it's important to recognize where you came from and recognize where we are going. So, I think that's a good idea. I was also thinking randomly. This year has been so many celebrations like in NCORE they talked about hip hop and the revolution that it was and how diverse it was. **Al-Lateef Farmer:** How can we merge that all together? We're going to have all these taglines - the revolution, innovative, from where we came from, ending at the sixth gen. It's funny because **Joan Pardo** reached out to me with an idea as we look to celebrate year 55, we need to find those people that laid down the foundation and we need to have TED talks or some type of meeting with them and let them share with students and professionals about the fights that they had. So many people have not heard about the war stories - stories from Michelle Softly, Dr. Lang, Beverley Baker. Dr. Carter shared one earlier about the budget cut. I am not sure who was in EOF at that time, that's in this room right now. So, yall have only known things when it's been sweet. It's been some years where there have been some struggles. So bringing this all together would be a good idea - find the Michael Brown's, Tony Howell. You have to bring some of these folks in to share with us what some of the challenges are. We don't know what the next administration is going to look like when it comes to EOF. How do we make sure that EOF is still the crown jewel of New Jersey? What does that look like from the professional side and the student side? We need to start thinking about a letter writing campaign - get back to that. We need video testimonials - especially when we are at the conferences. Particularly, from our EOF professionals who were EOF students. We need to show how that gap bridged. But, also thinking about innovative ways to deliver that information. I know yall are dying with these emails. Flor, sends out all these emails and people only read the first sentence. They never get the rest of the information. How do we get this information out to people that they will get completely? What's going to make people pay attention? Because they read the top and may look at the bottom, but the meat is in the middle. That's the part we need the feedback on. Start thinking about ways that we are going to communicate with them? **Christine Millien:** One thing we need to do is make sure we are on top of the website and make sure everything is on it. **Al-Lateef Farmer:** We will bring this back - Feature Friday from a Board member. Each week we will introduce ourselves for all of our followers. We need to make a presence in our social media. This is not all on you Marie, but as a collective, how can we do that? Are those Feature Friday's photos, now videos? Would you feel more comfortable introducing yourself or just having a picture of yourself? Can we have announcements on our social media for the conferences? We have the fall conference coming up December 1st, we need to make a grand announcement. We need to create a space where we can share all these things - CTI, Directors Summit, the Men of Color Initiative, if we're funded for special projects, the Women of Color Initiative, The Queer, Here, Loud, Proud and Free Initiative. We need to announce these things that really showcase what we're

doing. We are the best they have not only in the state, but across the country. And we need to be able to share this and document it. That is why the assessment is so important. One idea that I have and I am not sure how I am going to do this, I want to visit every campus program. And just hear what some of the challenges are that they are having on campus. What are some of the ideas that they have? What they don't understand? We have group meetings at the spring, fall and directors summit but there are some who don't show up to anything - I would like to know why. Are you overworked? Do they need support? Or you just don't care about EOF? Because that is not cool to me. This work is heart work. **Liz O'Brien**: It would be good if we could go as a Board. I'm not from New Jersey, so I have not been to all the campuses. **Al-Lateef Farmer**: It's good to go. You get to see how other programs run. You get to develop new ideas. I am still trying to find ways for my staff to better manage their caseloads. I know at TCNJ, they have a model that works. We will be coming over there soon.

f. The best way to do things is in conversation with each other. That's what I plan to do in these next two years. I want it to be a conversation with this Board. And we work together to go past 55 years to the sixth gen. Looking back from where we came. Turning it into a revolution. That is all I got.

VII. Review and Adoption of the Retreat Agenda

a. **Liz O'Brien**: We need to vote on the adoption of the retreat agenda, but in order to do that we need to vote and in order to vote we need to be voting members. **Ruben Melendez**: We have the past practice that we can ??? assuming that the budget is prepared and everyone has a line that the constitution says we're supposed to, that the President can make the motion that I am covering. Another thought is that there could be an amendment where elected officials have to be members in good standing. That's an idea so that we don't run into this every single year. It's not in the constitution now. That's something that over these two years, if you want to go that route. We do run into that issue especially when we talk about money, resources, we're supposed to be in good standing. **Terrence C. Harris**: So, can the President just make an executive order, right now? **Ruben Melendez**: No. Let me confirm. **Marie Sanjurjo Lopez**: Can we tentatively, but not officially make any decisions, but tentatively talk about the things we want and at the next Board meeting, vote them in? **Ruben Melendez**: That has been done where we have had discussions and then vote at the next Board meeting. **Terrence C Harris**: So, we don't have to vote on the agenda? **Ruben Melendez**: No, the agenda doesn't have to be approved. That's one of the things that I am looking at with Robert's Rules of Order that we have done, that we don't necessarily have to do. It's information, it's nothing binding - we can always make adjustments as we go anyway. It's for informational purposes so the agenda doesn't need to be approved. **Christine Millien**: So what about the budget, isn't that supposed to be approved: **Ruben Melendez**: Yeah. I don't think we need to do anything today. **Liz O'Brien**: I remember when I first came on board, we were at a retreat and people were not in good standing, it seems like the membership now for all different reasons gets delayed further. I don't know if we need to look in general when it truly expires? When does an email need to go out? **Ruben Melendez**: That is all in the constitution. **Liz O'Brien**: I know it is, but... **Ruben Melendez**: We extended the term. **Liz O'Brien**: We extended it. **Ruben Melendez**: We decided when the dues had to be paid by. But the membership period is always August 1st through July 30th. That's in the constitution. The Board makes the decision yearly about the dues rate are going to be and announces that by June 30th. Ideally, August 1st or even before then, dues are paid. The deadline the Board agreed upon last time was November 15th. There was debate about that, but that was in the past. People wait to get the conference rate, so I will send in my dues so I can get my member rate. But, that doesn't help us if we don't have the funds in hand. Be as it may, that's what has been decided. **John Marshall**: So, the thing that is in subject is that Board members haven't paid their dues. If the due date is November 15, is it possible to put an amendment that the Board members either are in good standing until November 15th? That just covers the Board but everyone else just needs to have it in earlier. I know my school, there is no way that we are paying by August 1st. We are still fighting with our Treasurer to get our budget by August 1st. That's not feasible for us. **Ruben Melendez**: We can definitely do an amendment. So that we are not in this situation every single year so that we can come to these retreats and conduct business. I think it's something worth considering. **John Marshall**: Now, in looking at the executive order, what are the guides for moving business along? **Ruben Melendez**: Let's see what the language says about executive orders. **Terrence C. Harris**: What if we just vote for the President to cover the Board fees? **Ruben Melendez**: We can't vote. Here is the information on the executive order: The President shall have the power to cause an Executive Order, only in such instances that it is apparent that the Association's welfare is in jeopardy. The Executive Order must be a declaration in the best interest of the Association and can only be implemented if

circumstances are such that leaving said action to normal legislative procedures would have the effect of condoning improper actions or cause extreme hardship or detriment to the Association. This abides. We can't conduct business.

Terrence C Harris: We shouldn't even be here then. **Ruben Melendez:** We can have an executive order like we did last time and extend everyone's membership until it's time to pay. **Terrence C Harris:** Okay. **Christine Millien:** This makes

more sense because we have to approve the budget. **Terrence C Harris:** Okay, so he can do an executive order so that we can operate these next two days? **Ruben Melendez:** Yeah. Extend our membership of the Executive Board

until... **Terrence C Harris:** How do we do that? **Ruben Melendez:** We just need to make a declaration.

- **Presidential Declaration: Al-Lateef Farmer:** I need to make a declaration through an executive order here to extend the membership of all current EOFPANJ Board members through October 31, 2023. This will allow everyone the opportunity to get in good standing which will allow us to maintain the health and welfare of the Association, but also get our business done over the course of the next two days.

- **Comments: Arthur Horn:** I thought we solved this last year? Right now, nobody's dues are late. As coming on as Board members, no one is late. We said last year what we would do is we will cover the Board members' fees for that individual. And we did not put a late fee on because like Dr. Jenice said, since we have a lot of money from OSHE, that might be a conflict with OSHE, us denying people, that's why we didn't put a late fee on. One of the things we said we would do is that the President would make a motion to cover the current members that's on the Board. **Ruben**

Melendez: It's not a matter whether people are late or not. You are not a member in good standing if you have not paid your dues. **Arthur Horn:** But that means you will never be in good standing going into the new session because... **Ruben**

Melendez: You could if the link goes out August 1st and you pay. It gives people the opportunity to pay by the time of the retreat. **Arthur Horn:** But even without the link, some people need more information to give to their business office. So, they email me and tell me could you give me an invoice with this information and I will give them an invoice. Some

people are in the process of getting ready to pay their dues but they just need a W-9 from the organization, they may need additional information to submit to their institution. So even if the link is up, there is still other information

because every institution is different in how they handle their paying out, so there are still going to be barriers to people submitting their information or their payment. **Ruben Melendez:** That's all good, but the constitution says pay your dues by August 1st. **Arthur Horn:** And the same thing with the constitution is that if a constitution is solid gold and you can't do anything else within that constitution, then United States is in trouble with how we are operating within the

constitution as a country. **Ruben Melendez:** That's all good, but we still have our constitution. **Arthur Horn:** Okay, so then we need to look at that part because the problem is if we are going to spend 20-30 an hour every year with new members, that's an issue. **John Marshall:** What's the process of making an amendment? **Ruben Melendez:** It has to be

presented to the Board with the language, the Board has to approve the language, it then goes out to the general body membership and we have to have a majority vote of the members in standing. Again, this is why we are where we are right now when looking at the executive order option that is in the constitution for us to operate now. The constitution

is our guidebook. The big emphasis of the last two years and all those amendments we did was to bring it up to date with our current practices. And also to serve as a guidebook for future Board members. Also, if things are clearly explicit in the constitution then we refer to Robert's Rules of Order to see how we conduct business. In this case, the

membership is clearly defined, the dues period is clearly defined, which is why we are here. It is a good idea to bring up an amendment so that we don't go through this every single year, but we are not there right now. **John Marshall:** We

have to do that now because we don't have membership. **Terrence C Harris:** We just made an executive order. **John**

Marshall: That's a slippery slope, doing that so we can say we are all members. **Ruben Melendez:** No, we are doing that only in the instance to conduct business. We have to conduct business over this retreat and for the October meeting if

you want to pay by then. As the President pointed out, extending the membership of all Board members through October 31st, giving us and our program time to submit payment so that we are legitimately in good standing through the rest of the year. **John Marshall:** Can we craft the amendment during this retreat so that we can present it to the

body at large? **Ruben Melendez:** We could. The target would be the Fall Conference. What we did last time was that we had a committee. Either way we had opportunities for people at Town Halls to give feedback or answer questions if they had any. We could do the same thing. We can approve an amendment, put it out to the body, have it be discussed, bring it up again at the fall conference and then put it out to vote. That is always the biggest challenge is to get half the

membership to vote. We've done it but it's work. I think it's important so that we don't run into this every year. **John**

Marshall: The other option is that every President starts with the executive order. **Ruben Melendez:** I'd rather avoid

that. I think we should discuss this further and put it under new business at some point. Craft the language and discuss it.

VIII. Review of EOPANJ Constitution and Robert's Rules of Order

a. I referenced this earlier but the constitution is the guidebook. It is how we run business here. We do use Robert's Rules of Order to conduct our business as well. There were some adjustments that were made based on the recent amendments that were just passed. This is to give people a good idea of how we conduct our meetings and business. Obviously, you need rules and standards that we have to follow. If we have a question about the constitution and we are not sure then we default to Robert's Rules of Order.

b. **What is parliamentary procedure?**

- A system of conducting business when working in a group.
- An organized system that allows a group of people to come together to make decisions.
- System made up of basic rules that will determine how the group proceeds through the decision making process.

● Robert's Rules of Order

- Most popular (Since 1876)
- Article V Section 1.1 - Specifies the Association shall use Robert's Rules

c. **Quorum**

- The number of voting members who must be present in order for business to be legally transacted.
- EOPANJ - majority ($\frac{1}{2} + 1$ of all current voting members). Now that we have everybody in, do we know what that exact number is? **Dr. Debora Rivera:** 18 voting members. **Ruben Melendez:** 18 voting members, so we would need 10 people present at any meeting to be able to conduct business.
- Must have quorum for all voting members.
- If someone leaves early and you no longer have quorum, you cannot have a vote.
- If a vote is needed without quorum, you can vote on an item and at the next meeting a member can make a motion to RATIFY action at the previous meeting.

d. **Making Motions**

- Motion - a proposal in which a group takes a specific action or stand
- The motion process:
 - A member makes a motion.
 - Another (voting) member seconds.
 - Chair states the motion, formally placing it before the assembly.
 - Members debate on the motion.
 - "Question" (the motion) is put to vote.
 - The President announces the results of the votes.
- "I move..." instead "I make a motion to..."
- Be precise. General statements can be opened to interpretation.
- Seconding the motion
 - Seconded by a voting member.
 - You're agreeing that the question should be discussed.
 - No second, no debate...The motion fails.
 - Comment: **Liz O'Brien:** Suggested a cheatsheet version of this for the Board.

e. **Debate**

- Person making the motion should have the floor first.
- One person should speak at a time.
- Discussion must stick to the pending motion.
- The Parliamentarian should keep the debate on topic.

f. **Subsidiary Motions**

- "Lay on the Table"
- Put aside motion temporarily to address a more urgent matter.

- Chair must acknowledge its proper use.
- Majority vote needed.
- “Take from the Table” - resumes debate.
- “Previous Questions”
- Used to stop debates.
- Must be seconded.
- ⅔ vote needed.
- If passed, a vote takes place immediately.
- Limit or Extend Limits of Debates
- Can limit length of debate on a specific motion.
- For EOFPANJ, may be most relevant for online discussions.
- Needs a 2nd and ⅔ vote.
- Postpone to a Certain Time
- If you don’t have enough information to make a decision or you’re not ready to make a decision.
- If postponed to the next meeting, it will automatically become “unfinished business”.
- Needs 2nd and majority vote.

g. **Voting**

- More than half of the votes cast
- Not a majority of voting members present.
- Abstaining is like a “no” vote.

h. **Electronic Meetings**

- Recently added to By-Laws.
- Executive Board meetings can be held in person, via full-featured internet, or combination internet/telephone, meeting services that integrate audio (and optionally video), text and voting capabilities. Electronic meetings of the Executive Board shall be subject to all rules adopted by these Constitutions and By-Laws.

i. **Reports - Minutes**

- Recording Secretary sends out to E-Board.
- Members should read in advance.
- We don’t have to vote on the minutes.
- The Presiding Officer (President) Can say...
- “You have received the minutes of the last meeting. Are there any corrections to the minutes? (Pause). Hearing none, if there are no objections to minutes are approved as printed and distributed to the members.”

j. **Reports - Printed**

- Everyone should provide printed reports
- It becomes part of the organization’s history and is useful for the transition period.
- After a member gives a report, the presiding officer should simply acknowledge receipt of the report by thanking the member and moving on to the next agenda item.
- Accepting, adopting or approving a report makes it a permanent official document of the organization, and is not really necessary.
- EOFPANJ practice is to approve reports with financial information.

k. **Any Questions?**

- None from the Board.
- **Ruben Melendez:** Going back to the constitution, one thing that is in it that hasn’t been done are Region Meetings for all sectors. All sectors should be having Region Meetings once a semester. That’s why it is good to look at the constitution especially now and give yourself a game plan of what needs to be done. I point that out to sector reps to keep that in mind. The other thing I want to point out is that we should be having General Body meetings during the Fall Conference. The members want to know what the Association is going with their money. We have a responsibility to show the Body here’s our funds and here is what we spend it on. This is our theme, our plan and what we look to accomplish.

Motion to adjourn meeting by Al-Lateef Farmer at 1:45PM
Moved by Florangel Cabrera
Seconded by Terrence C Harris
Motion Passed by Unanimous Decision in Favor of Adjourning.
Meeting adjourned at 1:45PM