

## EXECUTIVE BOARD MEETING MINUTES

BOARD MEETING DATE: September 22, 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 9:30 AM

Roll Call by Corresponding Secretary, Florangel Cabrera

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: Hema Patel

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

### I.OSHE Update

a. **Hema Patel:** I have good news about the Directors Summit - we will be able to fund it based on the expenditure report. I will send the expenditure report over to the finance team. Dr. Carter will be checking to see what money was spent so we will be able to find that out next week. One of the things I like to do in my role is to schedule one-on-one' with you two to see how I can help facilitate your roles on the Board. I really want this Board to be present for him because we are representing him and whatever I can do to help you all do that for him, I would definitely like to do that. One of my first call to action will be to meet with the Chairs of the Fall Conference. We need to work through that budget, then you can send it and have the payment in a couple of weeks. I like to work efficiently and effectively. I can do budget training for all of you as you continue to manage the money. The fiscal responsibility as I said yesterday is paramount. We cannot continue to fund you if you are not fiscally responsible. We get a lot of criticism from our finance office based on what is put in. We want to be able to back you up but you need to make sure you have all your ducks in a row.

b. The current President of EOFSA is my student so I know that she is very invested in EOF and the mission of EOF. At some point there was a communication breakdown. They want to be a part of the EOF community but they want some autonomy too. It makes sense but there are some limitations. If they decide to separate because they want to have that autonomy, they can't stay with their name. I also told Tammy to speak to Dr. Carter about what the limitations

are if they choose to separate because they can't just take EOFSA. They will have to call themselves something without EOF. And they can't have access to our graduates. **Al-Lateef Farmer:** So we will connect with them to have a discussion. **Terence C Harris:** Even though there was a different leadership, we spent a lot of time on this at the retreat. I think that we should review our notes and what we established based on the Constitution on what we can and can't do. **Hema Patel:** And I don't know who is there. There might be a new E-Board and we might have to explain it again.

## II. Roles and Expectations/Goals

a. Al-Lateef Farmer

### ● **Duties of the Executive Board President**

- Shall be the Chief Executive Officer of the Association. Shall preside over all General Membership and Executive Board meetings. EOFPANJ conferences or any other Executive Board meetings that may be called. Shall have the authority to appoint committees once his/her recommendation has been approved by the Executive Board.
- Shall have, with the concurrence of a simple majority vote of the Executive Board members, the authority to appoint members to fill vacant Executive Board positions.
- The President will be the official representative to communicate with other professional groups, organizations and educational institutions.
- Shall serve as an ex-officio member of all committees except the Election Committee.
- Shall, but not be required to attend all committee meetings.
- After a vote for any amendment or application of EOFPANJ Constitution, the President shall interpret the Constitution and By-Laws of EOFPANJ and either accept or veto the decision of the Executive Board members. The president's decision shall be final, except upon an objection being raised and sustained by a  $\frac{3}{4}$  three-quarters vote of the General Membership.
- Shall have the power to cause an Executive Order, only in such instances that it is apparent that the Association's welfare is at 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.
- EOFPANJ will cover the President's conference registration and hotel fees as well as mileage as it relates to all EOFPANJ conferences, sponsored events, and Tri-State Conference which are not covered by their respective institutions.
- Shall prepare with the assistance of the Executive Board an annual report, which will present information on the Association's activities, fiscal condition, and progress/fulfillment of the goals and objectives. This report will be made available to the General Membership.
- In the first year of their term, shall prepare with the assistance of the Executive Board a two-year report outlining the Association's goals and objectives.
  - Even with all the expectations under my section, my goal is to have a partnership with each of you. But, also I would have to make tough decisions from time to time. My goal is to have us move to the next phase. Keep moving the Association forward.
  - What expectations do you all have of me? **Lisette Herrera:** Have solid goals so that we are not doing things last minute. I liked when we talked yesterday about having a calendar of events so that we know what things are happening. **Christine Millen:** Hold us accountable so that it doesn't fall on certain people. Delegating and holding us accountable to what we say we are going to do for our goals. **Hema Patel:** I want to say something about what my expectations of you are. You are an extremely passionate person so along the lines of what Christine said, to not be afraid to be authentic and honest while you are being compassionate.
- **Duties of the Executive Vice President**
  - Shall assume the powers of the president in their absence. IF the president cannot complete his/her term, the vice president shall assume the presidency, at which time they will appoint a new vice president who must be approved by a simple majority vote of the Executive Board members.
  - Shall oversee all committees created by the president. Shall perform other duties as may from time to time be assigned by the president and shall act on the president's behalf when so requested.

- **Al-Lateef Farmer:** As far as my expectations for you, you got my back and I got yours. And we keep pushing forward and develop innovative ideas for students and the membership. Also, be honest with yourself as well.
- We will come back to the Recording Secretary and everything in between because Alan has to go.
- **Duties of the Alliance of Educational Opportunity Fund Students of New Jersey (AESNJ) Advisors:**
- The AESNJ advisors serve as the liaison between the EOFPANJ Executive Board and the AESNJ executive board.
- Advisors should meet monthly with the AESNJ Executive Board, providing members with resources needed to fulfill the organization's mission to serve the EOF students statewide.
- Advisors assist with coordinating retreats, conferences, and other leadership training events that promote academic, personal and professional development.
- Advisors provide monthly updates on AESNJ initiatives to EOFPANJ.
- Advisors advocate for the financial well-being of AESNJ and submit prospective AESNJ budgets to EOFPANJ.
- Maintain frequent communication with the president of EOFPANJ or their designee.
- Going into COVID, there weren't a lot of statewide initiatives. there might have been eight that responded to us.

**Terrence C Harris:** Maybe a little bit more - 11. **Al-Lateef Farmer:** Coming out of COVID, there seems to be a push for programs to have EOF clubs. So I think the time is right to try to rebuild this effectively. Finding those clubs and getting people to respond is going to be a challenge. We went the route to try to reach out to the Directors. Marie has done a great job in the past two weeks encapsulating what those programs are about. A lot of those programs have instagram pages. So, maybe that's the route to get them to engage more and be connected. There are also opportunities at the Fall Conference to try to solicit people to join the Board. We had those challenges so then we started doing things virtually to try to get people in that way. Be creative. Is there anything that you want to say to the Board? **Alan Manzueta:** Chrysten and I are thinking about creating an E-Board. I think it would be great to maybe have you helping us to find those people within your department because you know your students better than us. We know our students from our campuses. But, it would be great if you have students who are often active on your campuses that you could recommend to the E-Board. If you can get maybe one or two students to join our zoom meetings so that we can begin to have a discussion about what we want to do, that is great. Even if you want to join the zoom meeting as well, you can. It gives the students more inspiration when they see all of the leaders meeting with them and wanting them to be great leaders as well. **Al-Lateef Farmer:** I have a group of students I can send you. A good group that shows up to everything. **Liz O'Brien:** So for AESNJ, does the campus program have to have a club on their campus? **Al-Lateef Farmer:** Ideally, yes. **Terrence C Harris:** That's in the AESNJ Constitution. They have to have an application filled out. **Liz O'Brien:** Do you know what's involved in having a club on campus? **Al-Lateef Farmer:** Yes. They need an E-Board, a professional advisor. **Liz O'Brien:** Do we know how many campuses have clubs? **Al-Lateef Farmer:** There are some registered. That was the challenge. People did not respond to things that were sent out. **Alan Manzueta:** I don't know which campuses have it, but we are the leaders of the EOF programs within our campuses, we need to get this moving. Sometimes students feel discouraged and they need something like this on their campus. **Hema Patel:** This is a great opportunity for students on campus. So, if you don't have one, you should consider it. **Terrence C Harris:** I will let you know where we left. When we started four years ago, we sent to each of the Directors with an application on how to start a club on campus. Some campuses let us know if they had one and we also got a low response. Then Jenice sent out another email and we got zero response. **Natalie Quinones:** Maybe send out the information to the Counselor and we can make sure the information is completed. **Hema Patel:** Don't be afraid instead of shooting an email to a Director, to call them up and say can I schedule a meeting with you or anyone on your staff to talk about AESNJ. Do it that way, 15 minutes/half hour, they could maybe find time by December. That could be the difference. **Terrence C Harris:** I agree with that. Some of the directory for Directors was outdated. **Hema Patel:** Ask them to come to a staff meeting. **Natalie Quinones:** I think this is something where sector reps can help reach out to the students. **Lissette Herrera:** Reaching out to the students within the sectors is a lot. **Hema Patel:** It is a lot, but that is what you have to do. **Al-Lateef Farmer:** The sector reps have the student information that we are trying to push out to the program. For AESNJ, we could put this up on the website - we are looking for....**Alan Manzueta:** At Bergen there is not an EOF club. But, learning about all of this, it is definitely something I am looking forward to having on campus. **Liz O'Brien:** It would be nice to have some guidance on this when setting it up. **Al-Lateef Farmer:** There is a toolkit in the drive. **Chrysten Colacicco:** So I am thinking about connecting with staff - send us students if you all can and also I am envisioning pop sessions on how we get this started. I have overseen

the EOF Society for a couple of years on my campus and I can talk about the model that we have. That's the plan of attack.

- **Duties of the Recording Secretary**

- Is the official record keeper of all Executive Board minutes and proceedings.
- Will receive all minutes and proceedings of all sub-committees established by the president, record the minutes and shall make all records available to the General Membership.
- **Al-Lateef Farmer:** Marie, can you make a note for us to have a conversation about posting the minutes on the website?
- Shall take attendance at all meetings of the Executive Board and General Membership. Keep on file all records, reports, correspondence, and information necessary to the function and purpose of the organization.
- Shall prepare such reports as the Association may direct.
- Shall within (30) days after the conclusion of each Executive Board meeting have copies of the minutes sent out to the Executive Board.
- **Liz O'Brien:** There's a little sidebar with that about the minutes - Perhaps in past times, I don't know, they have been shared upon request. **Hema Patel:** I don't remember sending minutes to the entire Body, but if anyone requested the minutes then we provided them. But, my sector rep when I first started, Michelle Shostack, she sent minutes to us every month.

- Shall tally up final votes on the floor.

- **Duties of the Corresponding Secretary**

- Shall disseminate in a timely manner all information pertinent to the members of the Association.
- Shall perform the duties of the recording secretary in their absence.
- Shall once a year update the EOF Directory.
- Shall give timely notice of Executive Board meetings and/or Special meetings to the Executive Board and/or General Membership.
- Shall perform such other duties as may from time to time be assigned to them by the Executive Board president or vice president.
- Shall assume responsibility for the Benevolence Committee, which distributes caring communication on behalf of the Association.
- **Al-Lateef Farmer:** Like we talked about yesterday Flor, make sure that the information people send you to post is full of information. Let's make sure that our communication with Florangel is clear, but also identifies who the contact is. People will still respond to her but she can point to the email and note the point of contact.
- Going forward especially with this first year, we want to put out when our Board meetings are and give everyone a week in advance to maybe RSVP and get the location. **Christine Millien:** If other people come, I would say only invite them virtually because then it becomes a space issue. I would limit that number if in person. **Terrence C Harris:** Also RSVPing will let us know who will be coming to the meeting. **Al-Lateef Farmer:** Is there anything that anyone needs from Florangel? **Terrence C Harris:** To look more professional when we do send out communications. Maybe get a standard letterhead because there are different fonts, different sizes. Something that is more uniform, more professional looking in our communications. **Ruben Melendez:** We spent a lot of money on that branding so we should utilize it.

- **Duties of the Financial Secretary**

- Shall be responsible for receiving all revenue monies.
- Shall submit all collected revenues to the Treasurer.
- Shall be a member of the Budget Committee and assist with the preparation of the budget for the ensuing year.
- **Al-Lateef Farmer:** This is one area that we need to build - a Budget Committee - Between the Financial Secretary, the Treasurer, the Vice President and anyone else that would like to join. We want to make sure that we are on top of things and keeping an eye on the money that is coming in and going out. We need checks and balances.
- Shall be responsible for collecting all fees associated with membership and activities of the Association.
- Shall prepare all required invoices for all revenues collected.
- Shall prepare and submit a written report reflecting all revenues and expenses.

○ **Al-Lateef Farmer:** The relationship between the Financial Secretary, the Corresponding Secretary and the Treasurer is extremely important to how we move funds. We definitely need the three of you to be on the same page as far as the post office box, the transition of funds, money being received to making sure that Faheed has his information to make sure that Arthur can then make the deposits. Because of the way we are structured, it's not always going to be seamless, but we need to keep finding ways to improve those transitions. So things don't get lost in the mail or in translation. I have some checks for you - Faheed are you in the office today? **Faheed Washington:** Yes, I am in the office today. **Al-Lateef Farmer:** So, we will get you the checks and you can get this process started. **Faheed Washington:** Okay. **Al-Lateef Farmer:** Do you all have anything you need from the Financial Secretary? **Ruben Melendez:** I remember when Lawrence was doing this last year that he would meet up halfway with Arthur on the turnpike to give checks. There has to be a more efficient way of doing this. Maybe have a FedEx account where we can mail these items to. Especially when people live in different parts of the state, it's not efficient. **Al-Lateef Farmer:** We will have to figure something out. We can look into the FedEx account that Ruben mentioned. **Hema Patel:** When I was financial secretary, I don't remember ever picking up a check. Whoever lives closer to the mailbox can pick up those checks. We made something up to work easier with the geography. **Al-Lateef Farmer:** Even the mailbox now is nowhere near Florangel or Faheed or Arthur. **Liz O'Brien:** Is it under the Corresponding Secretary duties to check the mailbox? **Al-Lateef Farmer:** It's not in the duties, but it has become other duties as assigned. **Liz O'Brien:** I was going to say because most of the stuff that goes to it is financial stuff. If most of the stuff is financial then the Corresponding Secretary is mailing these items to the Financial Secretary. **Ruben Melendez:** This is not in the Constitution, but Florangel has to pick up the mail and then has to give it to the financial secretary, who then has to send it to the Treasurer. I would recommend maybe scanning the checks that are received and sending them to the financial secretary and then forward them directly to the Treasurer. **Hema Patel:** Hand delivery of checks is not how we did it. I used to get scans from Joy of all the checks. Whoever collects it, can scan it, but I kept track of the checks of the financial secretary. **Florangel Cabrera:** That's what I do. I scan the checks in and send it to the financial secretary, but then I have to give it to Arthur. **Al-Lateef Farmer:** We need to pick up, scan to Faheed and then send to Arthur. Let's look into FedEx. **Al-Lateef Farmer:** Arthur, are you going to start coming to the meetings in person? **Arthur Horn:** Maybe. It's not that I don't like coming to the meetings, sometimes getting my children on the bus and going up north is a little harder. Anything in Trenton and Middlesex is a lot closer for me. I can usually make those meetings. **Jose Rodas:** I live in Newark. I am here. Whatever you need me to do. That is all I am going to say. I got you. I live in Ironbound. **Al-Lateef Farmer:** We will see what we do with the PO.Box. **Liz O'Brien:** I don't mean any disrespect, but I am serious when I ask why does the Corresponding Secretary have to pick up the mail if it is mainly for the financial secretary? **Al-Lateef Farmer:** There is other correspondence that comes through the mail. It is not just checks for the financial secretary. We need to figure something out because even if Faheed were to pick up, Faheed lives in South Jersey. **Florangel Cabrera:** For clarity, what am I going to do? **Al-Lateef Farmer:** You are going to scan and then it goes straight to Arthur.

- **Duties of the Treasurer**

- Shall be responsible for the proper accounting and safeguarding of all monies, funds, and securities of the Association.
- Shall submit a detailed accounting auditing report on a monthly basis to the Executive Board and submit a written annual report available to the General Membership.
- Shall Chair the Finance and Budget Committee.
- Shall account for and collect all prescribed payments made to the Association.
- Shall be responsible for filing of all State and Federal tax returns as required of the Association.
- Shall be required to deposit in an approved bank, all funds of the Association received within (5) five business days of such receipt.
- Shall be responsible for keeping permanent records of all funds and expenditures and make an annual financial report during the Executive Board Retreat.
- Shall temporarily assume the duties of the President in the event of the absence and/or vacancy of the president and vice president.

○ **Al-Lateef Farmer:** Arthur and I have been talking as well as Andre and there are ways of making our accounting less cumbersome particularly with the special project funds coming in. We need to figure out a way to distinguish between those funds in our accounting - that way it is easier to identify where the money is coming from. It's

challenging doing the expenditure reports so we will work on simplifying that process a little bit. **Hema Patel:** I would say have a different account for everything we give you and that will be your way of managing it. **Arthur Horn:** That's fine.

**Al-Lateef Farmer:** I always say this is the toughest job of the Association. There are a lot of challenges but you are moving us forward so I thank you Arthur. We will be alright and the money will be there. We just need to endure what we are going through now. Membership dues are coming in. We have the Fall Conference. Arthur, is there anything you need from us to better support you? **Arthur Horn:** No, everyone has been supportive. The biggest issue sometimes is when we - I don't think we have had this much money in prior years - the biggest thing is when we have more than one events and there's four or five people dealing with this event or that event - I still have stuff that I have to scan into the computer to upload (W-9's) but I really want to thank everyone for supporting when information is needed. Like the President, I don't worry about what is happening, I just work on what the solution is to keep moving forward. **Al-Lateef Farmer:** I think what he was referring to is that last year the Board had about \$400,000 in Special Project money on top of all the money that comes in for our single initiatives. **Arthur Horn:** No, it was a half a million dollars.

- **Duties of the Public Relations Officer**

- Shall be responsible for the preparation, publication, and dissemination of information as directed and approved by the Executive Board.
- Shall be responsible for ensuring the Association's website is up to date.
- Shall manage and update EOFPANJ social media memberships.
- **Al-Lateef Farmer:** This position is becoming increasingly needed in this day in age with social media. Brand awareness is important and will be key for us. We want that on the website. We have to figure out ways to tell our stories through social media and technology - having EOF style Ted Talks and then uploading those onto Youtube - where we can tell who we are, what works and what some of the challenges are. Those are some of the things that I would like to see from our Public Relations Officer over the next two years and sub-committees. Are there anything else that you all need from the Public Relations Officer? **John Marshall gave a comment here, but I could not make out what it was.**

- **Duties of the Parliamentarian**

- Shall be responsible for ensuring all meetings are conducted by these Constitution and By-Laws or Robert's Rules of Order (latest edition).
- Shall call the meeting to order and adjourn the meeting.
- Provides guidance and advisement to the Executive Board regarding appropriate guidelines and procedures.
- Reviews sections of the Constitution and By-Laws with the Executive Board at each Executive Board meeting.
- **Al-Lateef Farmer:** Are there anything else that you all need from Ruben? All I ask is to not only keep us on task, but me. I tend to just go and I might need you to slow me down.

- **Duties of the Members At Large**

- Shall perform all duties and tasks as assigned by the president and/or vice president.
- May chair a committee assigned by the president.
- **Al-Lateef Farmer:** Currently, our members-at-large are Alex Delgado with Technology; Viviana Zambrano with Scholarships and Emergency Fund; Christine Millien with Special Initiatives (as we grow and get more funding for special projects, we felt the need to have someone in the position to help us to gather the information and make sure it flows; also someone who is detailed oriented and has great ideas. **Terrence C Harris:** I would like Christine to oversee Day at the Capitol instead of myself - she has better ideas for the event); and Khayriy Tilghman with Assessment - Khayriy and I have been in communication with each other over the past couple of months. He reached out to me in regards to doing assessment for the Board. He did it two days after I started working on ideas as it related to assessment. We need to do a better job of assessing what we are doing as a Board but also making sure that our campus programs are creating that same level of assessment. We also want to identify the impact of what we are doing.

- **Duties of the Immediate Past President**

- Shall assist and advise the newly elected Executive Board as part of the transition after the election of the new officers.
- **Al-Lateef Farmer:** They serve under an advisory capacity - not only to the Board but to the President. He is also a historian because he has the history of the previous Board and previous to that because he was the vice president. There is something that I would like for him to work with me on. We did a dry run in June. We were able to start

dialogue for the Leadership Summit. This is something I want to look at which is developing leaders out of current professionals and try to help them take that next step. Anybody else have any immediate expectations of our past president?

- **Designation of Sectors**

- Sectors will comprise four institutional categories: (1) State Colleges and Universities, (2) Community Colleges, (3) Independent Colleges and Universities, and (4) Public Research Universities.

- **Designation of Regions**

- Sectors will be divided into two regions: North and Central/South.

- The North region will consist of EOF Programs geographically located in the following New Jersey Counties: Bergen, Essex, Hudson, Hunterdon, Middlesex, Morris, Passaic, Somerset, Sussex, Union and Warren.

- The Central/South Region will consist of the EOF Programs geographically located in the following New Jersey counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean and Salem.

- **Sector Meetings**

- Sector should conduct a meeting twice a semester, and meetings should alternate between regions.

- Each sector shall meet on the call of the sector representatives who shall give written notice of the time and place thereof of each EOF program within the sector at least (14) fourteen days in advance.

- **Duties of the Educational Opportunity Fund Sector Representative**

- Shall serve as the liaison between the sectors and the Executive Board.

- Shall submit monthly reports to the Executive Board detailing any activities or issues pertinent to the memberships.

- Shall actively engage with sector members and organize meetings to discuss relevant issues and provide professional development opportunities.

- **Al-Lateef Farmer:** Essentially the liaison is the voice of the sector. It's not always going to be easy to get the buy-in. Lissette's sector had grown with Kean and Montclair. The schools in your sector may not always be responsive so we have to continue to be creative in how we try to engage them. Taruna and Lissette partnered for all of their events to try to get a good turnout. Then that expanded to inviting all the sectors. The community college sector has been a challenge. **Ruben Melendez:** I just wanted to say that since I held a sector rep position, some of the complaints in the past have been that the Board will send information to the Director but then the Director doesn't disseminate that information. I had no idea. So, that is where the sector rep is important because the information that we get here on the Board as a sector rep, you can share that information. You can't rely on the Directors to send it out.

- **Region Meetings**

- Regional meetings consisting of all sectors in the region should be held at least once a year.

- **Ruben Melendez:** Again, with the North and South breakdown, the idea was let's get everyone together in the area to network and share ideas/ best practices.

- **Question/Comments:**

- **Liz O'Brien:** Pointed out all the committees that are a part of the Board. **Al-Lateef Farmer:** What I will do is review all of these and at the October Board meeting, we will discuss all the committees and what we have been doing and what we need to try to pick up. **Liz O'Brien:** I think we need to go over them because there are some listed that I do not know what they are about. **Ruben Melendez:** There are standing committees and technically there should be people assigned to that. **Al-Lateef Farmer:** So for our October meeting we can look at the roles of each one. Tomorrow we will talk about our goals and objectives.

- Discussion of themes on the floor:

- Innovation

- Sixth Gen

- Where We Came From and Where We Are Going

- Revolution

i. **Al-Lateef Farmer:** We need to think more about the tagline. **Liz O'Brien:** Is there a place where we can house our ideas?

**Al-Lateef Farmer:** Those are some of the things in working with Christine that we are going to try to put a focus on. How can we make the ideas that we have a reality?

### **III.Adjournment**

**Motion to adjourn meeting by Ruben Melendez**

**Motion Passed by Unanimous Decision in Favor of Adjourning.**