

EXECUTIVE BOARD MEETING MINUTES

BOARD MEETING DATE: November 17, 2023

LOCATION: The College of New Jersey

OFFICE/COMMITTEE: Recording Secretary

COMMITTEE MEETING DATE:

PERSON(S) SUBMITTING FORM: Dr. Debora Rivera

I. Call Meeting to Order

- a. Meeting called to order at 10:17 AM

II. Roll Call

- a. Roll Call by Recording Secretary, Dr. Debora Rivera

Present: Dr. Andre Turner, Dr. Jenice Sabb-Dumas, Arthur Horn, Ruben Melendez, Al-Lateef Farmer, Lissette Herrera, John Marshall, Alan Manzueta, Natalie Quinones, Jose Rodas, Terrence C Harris, Liz O’Brien, Chrysten Colaccico, Faheed Washington, Marie Sanjurjo Lopez, Christine Millien. **From EOFSAA Team:** Samuel Casimir **Members Present:** Cassandra Davis, Cynthia Ferrer-Céspedes, Jose Lowe, Ida Tyson, Cassandra Taylor, Eric Okai, Priscilla Burke, Tejal Parekh, Rosa Perez, Tevin Stokes, Malik Howard. **Absences:** Johanna Romana, Ivory Luke, Taruna Chugeria

III. Adoption of 2023 October Executive Board Minutes

Motion to approve the 2023 October Board Meeting Minutes:

Moved by Arthur Horn

Seconded by Terrence C Harris

Comments/Questions: None

Vote: 14 (Y), 0 (N), 0 (Abstention)

Motion Passed

IV. EOFPANJ Reports

a. **President**

- Greetings
- Check-in
 - Seems to be a little rough. The students are a little different. So, I wanted to check in with everyone and see how you are doing. If anyone other than me feels that they are overwhelmed, I think it would be a good time for us to discuss it and see how we can lighten the load if we can or provide resources to each other.

- Group consensus that they are going okay.
- Remarks from Todd McCrary
 - I am here in place of Dr. Tieka Harris who is not here today. I am Todd McCrary, the Associate Director. I hope that you find the accommodations pleasing for the business that you are going to handle today. Thanks for choosing TCNJ. Have a great meeting and we really appreciate all of the hard work that you do with the professional association.
- EOFPANJ 2023-2025 - Strategic Plan
 - **Fiscal Responsibility**
 - Attain and maintain 501(c)(3) Status. As an organization right now, we don't have this status. Arthur has been working on it.
 - File current and previous taxes. Andre, OSHE wants to meet with the two of us and Arthur to start to talk about some of these items.
 - Financial Transparency: Implement transparent financial reporting to demonstrate fiscal responsibility to membership and OSHE.
 - Compliance Review: Regularly assess and update internal processes and policies to ensure alignment with IRS guidelines for maintaining 501(c)(3) Status.
 - **Discussion:** John Marshall: How can we help? **Arthur Horn:** I will share when we get to my report.
 - **Outreach and Awareness**
 - Develop marketing strategies to raise awareness about the Educational Opportunity Fund and its benefits among potential scholars, school partners and New Jersey.
 - i. Collaborate with schools, community centers and social organizations to conduct information sessions and workshops targeting underserved communities.
 - ii. Identify top feeder schools. How can we strengthen these relationships?
 - iii. Emerging EOF pockets. I know for me at Mercer, Hamilton and Morris Townships have become huge feeders. So, what school and what towns that are not traditionally EOF schools are you starting to see more students from? And how can we then become better partners with the high schools and community organizations in those areas.
 - Strengthen partnerships with NJ GEAR-UP
 - i. Townhall early 2024 - there are three new Gear Up sites coming on board within the next year or so with Rutgers, Brookdale, and at Kean. We want to start to work on those partnerships. The first step will happen in either January or February with the townhall for all the Gear Up Directors and EOF Directors. It will be hosted at Mercer. I am working with the assistant secretary in putting that together. The goal would be one, to identify our areas of struggle and two to make the Gear Up programs a little bit more aware of the different EOF programs across the state.
 - Expand Ambassador Training Program
 - i. Expand the program using alumni and current scholars through school visits or trying to come up with some type of multimedia campaign.
 1. Alumni
 2. Current scholars
 - **Discussion:** Terrence C Harris: Outreach is also one of the goals for Men of Color. We do our informational sessions to try to increase applications for EOF. We have one event coming up at the end of the month at Stockton in Atlantic City where they can learn about that institution and about EOF overall. I also made some outreach organizations within the community in New Jersey to see if we could do something like that and once I do get people interested, I will let the institutions know so we can have a college night to talk about EOF and how

to join any one of our institutions statewide. **Al-Lateef Farmer:** We will talk about EOFSAA and some of the ways that they can get involved with some of the outreach and awareness as well. Any ideas on how we can improve our outreach and awareness? **Natalie Quinones:** One thing I would say and it's not really outreach and awareness, but I think it goes hand in hand, is the difference between EOF and EOP. People think it's two different programs. When it comes to marketing, talking about what that looks like and streamlining what we call ourselves because people might get confused as to which program they're talking about. I know throughout the state, we have EOF or EOP depending on which institution. **John Marshall:** Check Seton Hall's website because Seton Hall actually explains that there's a difference between EOF and EOP, which I did not know. **Viviana Zambrano:** I am an alumna of Seton Hall and I worked there for 7 years. The director at the time when I was a student, Dr. Carol McMillan-Lonsesome, she was very explicit about that difference. One of the things that Hasani has said in the past is that each program and school has autonomy of what the program will be called at their school - Drew has been EOS and Kean used to be EEO. So I think that there's a larger conversation there because each school has the choice but I hear what you are saying Natalie. With EOP they wanted the focus to be on the services and programs provided and not on the grant because historically, EOF was just viewed as a financial aid program. There was no taking into account the larger transformational services that were happening and then it just became, oh, you're just giving out these grants. And so that was the thought process behind, at the time, at least at Seton Hall, calling it EOP. **Al-Lateef Farmer:** We can do an audit of what the programs call themselves honestly. I think NJCU was OSP, Rowan, are they just ASCEND now? We didn't make people aware of that and that this is all still EOF. Many names, one program. **Natalie Quinones:** Maybe having a visual of what that umbrella looks like. Maybe that will help. **Al-Lateef Farmer:** Yes. It can be an umbrella. **John Marshall:** I know here at TCNJ, our main email address is EOFP, which is a combination of educational opportunity programs. I don't know if everything falls under an umbrella that's basically of the educational opportunity fund programs? Maybe create a graphic at least that we can start handing out to counselors. The guidance counselors or whoever is responsible for telling the students they can go to higher education institutions - they are the people we should really target as well as the students and their families. **Al-Lateef Farmer:** I wonder, this is just me thinking out loud, if we can host regional breakfasts or lunches for guidance counselors from our target schools? **Terrence C Harris:** I was going to mention that last year Dr. Sabb did create a visual explaining EOF and EOP in general. **Dr. Jenice Sabb-Dumas:** All that you are talking about is what the ambassador program has set out to do. Dr. Carter always talks about one EOF, one voice, right? He wants us to have one voice, however, the challenge has been that all the programs have different names. One of the things that we were looking at for the ambassador program is trying to grab all of those names and have someone create a visual because again we cannot tell the institutions what to call their programs. But what we can do is ask them what they're calling them and create something like a board, whereby we can have EOF as the overarching name, but these are the programs that fall under it. We need to brand ourselves the way we want to brand ourselves. We need to have a collective understanding as to which programs are EOF programs because people don't know. You walk into a campus and you say I am looking for EOF and people don't know what it is but you say OSP. So again that is a great thing and definitions are really important. I heard something about definition defining, defining what it is and how it is. After meeting with the

Alumni Association and talking to Dr. Carter and other areas, there are things that are in my head, and I have to make them more concise before I present them to you, but I definitely want to create opportunities for creating modules for training. The one thing I am hearing is that we need to get those names. So maybe I will create a survey for all the programs to see what they are calling themselves. At least we can have that and have logos that attest to those particular names. **John Marshall:** Is holding meetings with guidance counselors something that we can do regionally and maybe do four or five meetings. I know TCNJ themselves are trying to meet with these different school counselors. But, it might have a different flaw if we specifically say EOF programs are trying to meet with the school counselors and we have a couple of reps from the Board at each of those meetings, but it can be based at schools based on their locations. So whichever schools are more local so that they have an in person plus a zoom option, something like that for an hour where we provide lunch and something else. **Dr. Jenice Sabb-Dumas:** That's one of the things we were trying to do. We wanted to do regional and host regional fairs. That's why we created the ambassadors in South Central and North Jersey. With the regional fairs, we were going to go out there, but then COVID hit so we had to pull back. So those are things that we want to do, but understand that they cost money. And we also have to time it with schools and what they are doing. So meeting with the superintendents, meeting with the directors of guidance and talking to them and when is the more likely opportunity for us to get a good turnout. We did have 3 successful information sessions - one with New Brunswick High School, Bridgeton High School and I forget the other high school, but going out to the guidance counselors and talking to the students. We have to do more of that but I think that doing it on a larger scale, which is what you are talking about, is better because then it can be an annual thing where we kind of log into and hook into what the schools are doing every year. Maybe getting schools to sponsor buses and we sponsor the place. All of those things are large ideas that we do have to get in front of, but that means that we have to get in front of the school superintendents so that we can be put on their schedules and we can do that through OSHE through GEAR Up with some other places. It must be a coordinated targeted effort to get that done. I think EOFSAA is really good. They are going to be a good asset because all of you sitting at the table have a full-time job, right? You are already working with EOF and when you are recruiting for your institutions, which is understandable. However, we can train a group of our alumni to go in and go out and do things. It'll probably be less tax on your energy and more so put the energy on the other areas. So, I am going to leave that there, but definitely that's one of the things we need to do. **John Marshall:** I have a question about the teacher training, they have their in-service weeks, did they go to conferences? **Al-Lateef Farmer:** They have the NJEA conference down in Atlantic City each year. **John Marshall:** Are we there at that conference? **Al-Lateef Farmer:** No. We need to be. **John Marshall:** That's an easy way to capture an audience. **Al-Lateef Farmer:** At least have a table or something. So, let's look to see if we can be present next year. **John Marshall:** I say we have a whole session there. **Al-Lateef Farmer:** Let's see if we could put together an ad-hoc committee to start their work on these areas. It looks like John is interested and Jenice. **John Marshall:** A conference like that could be majority K-8 and not necessarily 9 through 12 so I think we need to find out who the audience is at that conference before we decide. **Arthur Horn:** At our campus, we do host and meet with our guidance counselors. The group that the guidance counselors are working on in my area are the top 10% to be honest with you all. Not all schools, but some. So, one of my areas that I work on is

going to the non-profits that have after school programs that are working with students that are getting ready to go to college or they have college programs; or some of the churches. That's where I get most of my connections from and that's where I get more of my referrals from. I think if we focus on those institutions also, that will be a big help. **Chrysten Colacicco:** Another good conference is the School Counselor Association. **Al-Lateef Farmer:** When does that typically take place? **Chrysten Colacicco:** In the spring. **Al-Lateef Farmer:** We need to see if we can get involved in their spring conference. Anything else? **John Marshall:** This is thinking about when we actually do get in front of them - because of the gatekeepers, maybe that is something that we can try to address in our presentation? Like, what do you do for the students who are at the top 10% and maybe we can try to figure out a way to reach the top 10% and maybe we can try to reach them as well; because just like every other area, school counselors are overtaxed. It's like 200 - 300 students per counselor. So I think we have to be explicit with them that we just don't want your top 5%, top 10%. The next group can also benefit from EOF. **Al-Lateef Farmer:** And don't forget we have allies who we can go in with to help us start to break some of this down. We can definitely lean on OSHE heavily to try to get through to some of the places where there's been a little difficulty. Any other ideas for awareness and what we can do? **Chrysten Colacicco:** We have an ambassador program for students. So I don't know if that's an option. Like, Alan and I can work on it with AESNJ. Maybe looking at it from that perspective, like utilizing the students to recruit as well alongside with professionals. **Al-Lateef Farmer:** That's huge because that word of mouth is going to be better than anything we could do. Particularly when we take students back to the schools where they came from; where the current students could identify with them. That is something that we can start to build out as well.

- **Advocacy**

- 2024 is going to be a huge year election wise. So we need to start getting out ahead of it and making sure that we're doing this on two sides. One is that we are improving our advocacy, but two also that we are giving our scholars engaged in the voting process. Each election cycle that comes around we know what the largest demographic and voters are, right? And that is the EOF population for the most part. I am going to craft an email to go out about the committees. We talked about our committees going forward. Ruben, I want to get with you in the next week or so. Because I know some of the language has changed and some things you just added that we had historically. **Ruben Melendez:** I shared a form with Terrence to share with the group. In order to engage membership, I created a Formsite form that can go out. And I am pretty sure that I have descriptions based on the constitution descriptions. **Al-Lateef Farmer:** I would like to get that out after Thanksgiving, so we can start building those committees and focusing on some areas - number one being the governmental affairs.
- Re-establish the Governmental Affairs committee to advocate for policies that support the EOF program, including increasing funding, improved programmatic flexibility, and better alignment with evolving educational needs.
- Engage with policymakers at the state and local levels to ensure that EOF programs remain a priority and are adequately funded.
 - i. We need to identify ways to have legislators and the rest of the state understand who we are and what we do as well as our importance and value to the state. That needs to be known at OSHE too, not OSHE EOF, but the Secretary of Higher Education. There hasn't been a lot of investment into EOF the way it needs to be, particularly with article IV

funding. And so we need for him to understand who we are and what we do as well. There's a lot of funds going to CCOG and the Garden State Guarantee, but we've been here for 55 plus years. We have something that works. Our numbers don't lie. We need to advocate within our own ranks as well as the state house. Any ideas or suggestions?

- **Discussion:** Arthur Horn: I am always a proponent that we have a lot of people that I meet that are EOF. I'm extreme, like, if you can't get on board with us, we are voting you out. **Ruben Melendez:** In the years when advocacy was a big part of the Board, some of the things we did as a Board was visit local legislators. We made an appointment with them and went to their office to talk about EOF and there's people who had no idea what EOF was. So, it's important to get to their office and tell them about EOF so when it came up for voting, they knew what that was. It seems that since we haven't been cut in the past few years that maybe we don't need to advocate, but when those years were getting cut every year, there was always a big focus to round up the troops and do letters and everything possible. But because we haven't been cut, there hasn't been much effort to advocate. **Al-Lateef Farmer:** Let's see how we can do this and mix both approaches. **John Marshall:** So I'm thinking, I am a part of the AFT Executive Board here, we pre-drafted letters for students and faculty and staff to send them to the legislators with a link to where you can find the legislators. Can we do that? Pre-draft letters and send them to our students and do a letter writing campaign again? Ahead of time. One thing I am thinking about is that we can see people voting - I don't know where we can find it but we can see who voted for and against these things and we can also add that piece. We can have a list of all the people who voted for EOF stuff versus all the people who voted against increasing EOF funding. We can tell them to add this part in the letter so they know we know. **Al-Lateef Farmer:** Sounds like a plan to me. **John Marshall:** Pre-generating a letter for the students and then telling the students like this is all you have to do - enter your name, where you are from and this is who you are sending it to and give them email addresses. We make it easy for them to do - five minutes and we can have all the events on campus. **Al-Lateef Farmer:** AESNJ - Chrysten and Alan - can we put this under your area? **Chrysten Colacicco:** Honestly, that could if we go in the direction of EOF ambassadors. We can put that under there for sure. What's the timeline for that? Are we looking for that in the spring? **Christine Millien:** I think that is something we can incorporate with the Day at the Capital, like to lead up to that. Day at the Capital is usually at the end of March. We don't have a date yet but that would be a good thing so that they can recognize and engage with who the people are ahead of time. **Al-Lateef Farmer:** And even put that in the letter. We are going to be at the state capital on X date. We would like your response to be in person, just something. Show our power - we do have some. **Dr. Jenice Sabb-Dumas:** Here is where we can probably get the alumni involved because we never engage them with this conversation. If we can draft a letter for them as well that they can just fill in and send out. They are our face and the ones who have benefited. That would be a good idea to work with the alumni association to help us out. **John Marshall:** So I'm thinking, is this something that we can do through formsite? Where the students can enter where the email is going to or something like that because I also want to capture, not just students, but everyone. Because if we can capture everything that is created, then we can print them out and hand them out on the Day at the Capital as well - If we get enough because that also shows we have this many people - if we come with a stack of letters, I think that would be pretty cool. **Christine Millien:** We could do

a formsite or google form and have them fill in the specific questions and then if we download it and do like a mail merge, then we have the format already and you can bring the physical letter there. So that would be the cleanest way to do it. We have the template and have them fill in their information. **John Marshall:** I know with formsite after you hit send on the form, you can download directly where the results go. You can even pre-fill, so if we have a drop-box of all the legislators, the students can be the ones sending it. Because I want to make sure it still comes from the student. **Al-Lateef Farmer:** Let's investigate how to make these things happen. **Ruben Melendez:** One year at Union, I made that a requirement for summer funding. You want summer funding, write a letter to the legislator. Thank you, from EOF. That's where we get the money from them. It doesn't always have to be when we are desperate. And, not hey please restore EOF but also thank you for supporting EOF. **Al-Lateef Farmer:** We've been level funded, we've been good, we got some increase in Article III, the grant has increased. But, let's start thinking ahead. With this past election cycle, I noticed some ads especially in South Jersey that were really taking aim at the Dreamers who are quickly becoming our top populations. Whether it's through the New Jersey Alternative, financial aid application, but there were people running with that as their agenda. Those are EOF students that are being attacked for the most part. We really need to turn our lens to what is happening down there. I know it's not a lot of schools, but those schools still serve a lot of students, whether it's RCSJ - both campuses, Atlantic Cape, Stockton, Rowan, Ocean - we need to focus down there as well because those students and communities are going to be political pawns over the next couple elections. We want to make sure that we are protecting our scholars. **Terrence C Harris:** My concern is, how do we stay positive when I hear that most of our letters will say hey we will vote you out, we'll go to a certain party? More than one party that we have. **Al-Lateef Farmer:** I think we are in the best interest of our students. There are democrats who will vote against the best interest of what we have going on. So, everyone is who we are reaching. Just whoever is not voting for the best interest of EOF that's who we are reaching out to. It's going to look like it's swayed one way, but ultimately, we are just supporting our scholars in our programs. **Ruben Melendez:** The approach back in the day was, we didn't put it that way. The letters were thank you for your support or this is what EOF funding has provided for me to let them know. The letters were to whoever your district is and whoever is in office whether republican or democrat, it doesn't matter. They are all getting the same letter. When we had the conversations with the legislators in person, we put it in a nice way, we have a base of a lot of voters. Again, we didn't put it in a negative way, at least not back then. We were uniformed in the message to everybody. **Arthur Horn:** We need to be clear about who it is that is going against our agenda. We can write it however we want, but we need to be clear. It's not just EOF getting attacked but higher education in general. **John Marshall:** I agree. I don't know if this is possible, but I want to pull actual voting records because if we can include that as a piece, like you're getting this letter and we're thanking you because you voted this way on this bill that had EOF funding. You're getting this letter because you voted this way saying you did not want to support EOF funding. This is why it is important to support EOF funding. I'm not saying we are going to vote you out, but we're acknowledging you voted this way and we see you because that's the whole thing right? We need to let them know we see you. **Arthur Horn:** I like that. **Ivory Luke:** I think you might be able to do an Opra request for that. **Dr. Jenice Sabb-Dumas:** We have to be very careful because remember OSHE sponsors us and when they are giving us money, they have to

give money to non-partisan. We can't have any indication that we're favoring one side over another. Otherwise, they can't support us in any way. So, we have to be very careful how we are targeting our letters and what we are saying because Dr. Carter will come back and say you all can't do that. And if we do it then we are going to be out there by ourselves on our own. I understand the passion about calling people out because we do need to do that, but as an organization that's using state money, we can't be seen as having a particular affiliation. Just want to caution you on that. **John Marshall:** And this is where I think word crafting is very important. Like it's not specifically saying, we're voting you out, but it's saying this is why it's important to support EOF because we support our students. I think it's still supportive in saying, we want our students' support and we hope we have your support. We hope we have your support, so that we can keep supporting you in the future without saying we're going to kick you out, but I'm not the best with words crafting so find someone who can do it better and if we need to pass it in front of Dr. Carter, that makes sense and that's fine. **Ruben Melendez:** Just to go back to what we did back in the day, I remember that at one point we did know these people. Some people did not vote for EOF funding. The letters were informational - this is who we are, this is how many people you are impacting, this is where the funds go to. Again, some people don't even know what EOF is. Are we going to turn every single vote? No, but you can turn some votes. **Al-Lateef Farmer:** The idea is to restart the conversation, restart the advocacy. The language will come, our approach will come, and we will find out what we can and cannot do. Videos as well are a good option. For the sake of time, I will share the entire strategic plan with the Board at some point later today.

b. **Vice President**

● Information Only

- Still waiting on some funds from OSHE so that we can talk about some initiatives and other items that we talked about at the retreat.
- Men of Color Initiative will have their last event at Stockton University in Atlantic City. I previously sent it to institutions in that area because it would be easier for students who live closer since we are not providing transportation, however, I will send it to all institutions just in case they have students that are interested in attending. It will be November 30 from 6-8pm at the AC campus in Stockton.
- Fall conference is approaching. It will be on December 1st.
- Christine will talk about our other initiatives that we are focusing on.

c. **Parliamentarian**

- I would like to highlight duties and responsibilities of executive officers Section 1; Duties of the Executive Board President; Section 1.1-2 - 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. This report must be presented to the general membership at the Fall Conference or no later than the 15th of December. I am putting that on the radar. Again, not just the President but the assistance of the Executive Board, we need to present a two-year outline to the body. What exactly will that format be? I do not know. **Dr. Andre Turner:** He just shared it with us for an hour. **Terrence C Harris:** The plan was to share it at the Fall Conference. **Ruben Melendez:** I would also recommend that something be placed on the web after it is shared so that everyone has access to it. **Al-Lateef Farmer:** Once we review and take notes, I will give it to Marie so that she can post it after December 1st.

d. **Financial Secretary**

- Membership Dues

- Rowan College South Jersey: \$330
- Rutgers New Brunswick (School of Nursing): \$330
- Rutgers New Brunswick: \$1,100
- Rutgers New Brunswick: \$330
- Seton Hall University: \$1,265
- Montclair State University: \$330
- Rowan College at Burlington County: \$330
- Sussex County Community College: \$330
- Caldwell University: \$165
- Middlesex College: \$495
- Rutgers New Brunswick: \$450
- Rowan College South Jersey (Gloucester): \$330
- Monmouth University: \$330
- Bergen Community College: \$495

- Membership Total Checks: 14
- Total Amount Received: \$6,610
- Membership Checks To Date: 18
- Total Amount Received To Date: \$7,750
- Other Checks Received: EOFSAA: \$342
- Returned Checks to EOFPANJ (2): \$5,698.06

Motion to accept Financial Secretary's Report as submitted:

Moved by Liz O'Brien

Seconded by Marie Sanjurjo-Lopez

Comments/Questions: None

Vote: 14 (Y), 0 (N), 0 (Abstention)

Motion Passed

e. Treasurer's Report

- Information Only
 - IRS - 8822 B Form
 - This is a suggestion I am going to make for the organization, because of the turnover, every two years, Form 8822 B will need to be filled out. This is the form that you delegate who is the representative for the organization. When you need information, those individuals can tap into that information. Until that is changed, you can't get the paperwork we need. Right now we can't find original documents that the organization was formed under to get the EIN number. You need that in order to do the taxes. Form 8822 B was mailed in. I am waiting for the process to go through. Then I can call them back and ask for the EIN document. Once we get that then we can get the taxes done. But then we will also have access to all of the other information that we need.
 - The non-profit got revoked on 5/15/20. It was posted to the website on 8/11/20. So, 2016 was the only file in the 990 that they received. Now I have to look because I do have the filing for 17,18, and 19. I do have the printouts. I just don't know if they were submitted to the IRS. If the IRS doesn't have them then the question becomes these 17,18 and 19 have to be done to submit to the IRS. So there are multiple things I am working on.
 - Questions: **Natalie Quinones:** Is it possible to go in person? Would that be easier for you? **Arthur Horn:** Not until I have authorization that I represent the organization. Every two years, as soon as we vote in new people, this needs to be filled out. **Terrence C Harris:** It's not a question, but just a recommendation. I know we have a transition meeting, let's start the transition process early and

begin a google doc with items like this so that we won't forget. **Ruben Melendez:** A question about that form, do you need someone who was listed beforehand to sign that form as well to give you authorization? **Arthur Horn:** No.

- B of A Credit Card
 - Since I did not know where the amazon charge of \$15.13 kept coming from, I called them to let them know I do not know where the charge is coming from. I got that off so that charge will not show up. As soon as I did that, I got an alert from Bank of America on my phone asking me if I authorized a \$10 digital for Amazon? I clicked no, thinking they will stop it, but when I clicked no they stated they will be sending me a new card. Extra Space called me because the bill was to be paid yesterday but the card got shut off on Wednesday. Once I get PayPal situated, I can use them to pay for the Extra Space. However, right now, the only authorized person in the storage space is Dr. Turner. The only way a new person can be put on their or multiple people, Dr. Turner with his ID and whoever is going to be authorized and their ID has to go to the site to be added.
- Items to be Voted On:
 - October's Treasurer Report
 - The first incoming loss is based on cash spaces the other is accruals based on the last 10 months. That shows us an overall picture of all the funds that have been flowing in and out - the incomes, the membership revenues, cost of goods, our expenses for most of the conferences that we have incurred over the last 10 months.
 - Everything is balanced on our balance sheet.
 - Georgian Court, Hudson County, Ramapo, Rider, Rowan South Jersey, Rutgers (small campus) are all paid off. These are checks that were already deposited. We still have some that need to be deposited that just came in.

Motion to accept Treasurer's Report as submitted:

Moved by Liz O'Brien

Seconded by Christine Millien

Comments/Questions: None

Vote: 14 (Y), 0 (N), 0 (Abstention)

Motion Passed

f. Corresponding Secretary's Report

- Information Only - Checks received from:
 - Bergen Community College
 - Caldwell University
 - Middlesex College
 - Monmouth University
 - Montclair State University
 - Rowan College at Burlington County
 - Rowan College Gloucester
 - Rutgers University (4)
 - Seton Hall
 - Sussex County Community College
 - **Total: \$6,280**

Motion to accept Corresponding Secretary's Report as submitted:

Moved by Liz O'Brien

Seconded by Christine Millien

Comments/Questions: Dr. Andre Turner: Have we reached out to the Rutgers programs to find out why they are not putting who the check is for? Are they putting something on the memo line? **Florangel Cabrera:** No. What Lawrence

used to do was there's a code on the check and he went back into prior spreadsheets to match the codes. We know about the Nursing program because they submitted their membership form along with their check. Lawrence used to also reach out to the business departments to see who submitted the check. **Terrence C Harris:** I think the individual programs need to do that. **Al-Lateef Farmer:** Flor, me, you and Faheed will get together to try to figure this out. **Dr. Jenice Sabb-Dumas:** For Rutgers, just have them all do what Yosaira does when they submit the check. Accounts payable is just going to send you a check. They are not going to indicate who it's from even if you put the memo line. You can ask the larger programs to make sure they tell the accounts payable people to include a roster. That is something we might have to do to make sure we get that.

Vote: 14 (Y), 0 (N), 0 (Abstention)

Motion Passed

g. **Public Relations Officer**

- No report.

h. **AESNJ**

- Information Only - Chrysten Colacicco
 - 212 students and 99 professionals registered for the Fall Conference. We have space so if you still want to register students, please do.
 - Alan and I are going to reallocate the OSHE sponsorship so that additional students can sign up. We capped it at 7 per institution so we can add additional ones.
 - I will send out an invitation to the doctoral panel. We don't have this situated all the way. If anyone wants to join us for the doctorate panel please let us know.
 - Full body and sector meetings, 11:45 to 12:45. It's short, which I know it's not great but that's all the time we have. We will have to combine the sectors due to space.
 - Background PPT to play on loop - upcoming initiatives for students and professionals, Arrigo Rogers, etc. I will send this out hopefully next week.
 - Registration starts at 8 and the conference starts at 9.
- Questions: **Al-lateef Farmer:** Who are the keynote speakers? **Chrysten Colacicco:** Reggie Wright and Angie Benjamin. **Al-Lateef Farmer:** Has the updated budget been sent to OSHE to reflect the allocated amount? **Chrysten Colacicco:** Yes, I sent it to you. **Al-Lateef Farmer:** The question that keeps appearing in my text messages is \$120 for Board members for the registration cost. **Chrysten Colacicco:** For board members, no. **Christine Millien:** The formsite says that. **Chrysten Colacicco:** It's zero for board members. **Christine Millien:** There's a way on the formsite that you can click to reflect \$0. **Chrysten Colacicco:** I will fix it again. **Al-Lateef Farmer:** The next question, you said you had 212 students registered. What was the target number? **Chrysten Colacicco:** 280. **Al-Lateef Farmer:** Now it's time to start looking at beyond the 7 per school. **Lisette Herrera:** Since you're going to have a portion for the sectors, what would you like for us to talk about and is this going to be for the staff? Because I know the majority of people attending will be students. **Chrysten Colacicco:** There is a student track and then a professional track. So it will just be professionals there. And you can speak about whatever you want to. We are having a HESAA rep in the morning so that wouldn't need to be covered. **Ruben Melendez:** Traditionally, there have always been sector meetings at the fall and spring conferences to make it easier for you to meet your requirements of two meetings.

i. **Statewide Recruitment Ambassador Initiative**

- Information Only

▪

j. **Sector Reports**

- **Community College**

- No report.

- **Independent** - Jose Rodas - North

- Had a meeting last month with all the sector representatives to discuss how we can move forward with collaboration, which turned out to be a great meeting. Earlier this week (11-16-2023) met with Liz (Independent-Central/South) to brainstorm some ideas and to talk about what we could discuss for the Fall conference. Will be attending the Fall Conference and hope to hold an independent college meeting (if possible), alongside Liz to provide introductions and suggestions on future workshops.

● **Independent** - Liz O'Brien - Central/South

- Information Only
 - October 23rd I emailed the EOF Directors of my sector to make sure they had information about membership and the fall conference .
 - i. Georgian Court responded with questions about their membership check and referred to Corresponding Secretary and Treasurer
 - Sector Reps met virtually on October 27th to discuss plans for our role and topics to discuss at the fall conference
 - November 6th I created a survey and sent it to all listed on the membership list for my sector
 - i. survey asked basic questions such as preference for meeting style, meeting time, etc.
 1. 2 members completed the form (myself and 1 of my coworkers)
 - November 10th I reached out to all Ind Sector Directors to plan a Director meeting
 - November 15th I met with Jose (Ind Sector Rep North) to discuss where we were in our outreach/planning and co-leading the December 1st meeting.
- What Do I Hope To Accomplish This Year?
 - I hope to collaborate with Ind Sector North to host best practices workshops
 - I hope to create a regularly scheduled Director meeting based on feedback from Director Summit
 - I hope to host both in person and virtual meetings

● **Public Research Sector Representatives** - Taruna Chugeria and Lissette Herrera

- No report.

● **State College and Universities** - John Marshall - South

- There are some things that we can present in the future because I don't know what the FAFSA is going to look like. What I did on my end earlier this week was send out an email to - I didn't use the list, I just went on Stockton's website because I think they are also in my sector, to get an idea of what we can meet about in the future. There was one person who responded and that was Khayriy Tilgnman. I will send a follow up email next week.
- My goal is to generate ideas for meetings in the spring semester to have at least two meetings. I will offer something in person here at TCNJ but it will probably be online for both of them realistically speaking.
- Comments: **Chrysten Colacicco**: Maybe talk at the body meeting at fall conference about the buy-in for the body in general and also the importance of sector meetings as well. **Viviana Zambrano**: I have a question about the surveys. What's on it? **Liz O'Brien**:

Viv, my survey was what is the best way to serve and meet? Is it in person or on zoom? There's an opportunity for them to offer any questions, specific needs or ideas. **Viviana Zambrano**: Would the fall conference during the sector meeting be a good time to put up a QR code and have everyone do it in the moment, and raffle off something silly? We live in a token society. Everyone loves a prize. I would say add something even more tangible there if you are offering some kind of incentive. I've sent out surveys and haven't gotten great response rates. When I have the opportunity to be in the same space with people, my response rates are usually 75% and up as long as the survey takes less than one minute to do.

- **State College and Universities** - Natalie Quinones - North

- Held Sector Rep planning meeting
 - Developed sector meeting agenda on October 27, 2023
 - i. Recruitment - Best Practices
 - ii. *Highlight any specific topics of concerns related to your sector*
 - iii. FAFSA Discussion
 - iv. Important Dates:
 1. EOFPANJ Board Meeting 12/8 at Kean
 2. EOFPANJ Meeting 1/12 at virtual
 3. EOF Board of Director Meeting 2/8/24
 4. EOFPANJ Board Meeting 2/9/24 at RCBC
 5. EOF Spring Conference Feb 27- March 1st at Oceans
 6. EOFPANJ Board Meeting March 8 at Rowan College of South Jersey Cumberland Campus
 7. EOFPANJ Board Meeting April 12 TBD
 8. Graduate Achievement Award April 19 at RU Jersey Mike's Arena
 9. EOF Board of Directors Meeting May 9
 10. EOFPANJ Board Meeting May 10 TBD
 11. EOFPANJ Board Meeting (at CTI) June 6th
 12. Day at The Capitol TBD
 - v. Add QR Code to the website
 - Discussed the FAFSA concerns and resources

- **Members-At-Large**

- Initiatives - Christine Millien
 - Queer, Here, Loud, Proud, Free
 - i. Initial event was held during our previous board meeting
 - ii. I will be meeting with Nakiya next week to discuss planning the future events:
 1. WOCI:
 - a. Met with Tatia Haywood and Diamond Bowman to discuss initial planning of events
 - b. Tentative Dates:
 - c. Retreat: Friday, March 16, 2024
 - d. Looking into South Jersey Community Colleges to host, in hopes of increasing engagement with these institutions. Currently RCBC is available.
 - i. Conference: April 26 - 28, 2024.
 - ii. Looking into hotels in central NJ.

- iii. We will begin meeting weekly starting next week.
- EOFPANJ Conference
 - i. Budget was submitted to Al-Lateef and Hema for approval, please let us know if there are any next steps
 - ii. Registration is now live! Please register ASAP. As a reminder, since the conference will be held at the end of February, the hotel block will close in January.
 - 1. Currently there are 38 registered
 - iii. Involvement form was also sent out. Attendees have the opportunity to submit a workshop proposal, or to sign up for the day of committee.

Question: Does the EOFPANJ have a budget for Spring Conference outside of the OSHE budget? **Arthur Horn:** No.
 - iv. Questions: **Ruben Melendez:** Can we have vendors present? That would generate money. **Christine Millien:** I will ask Enrique. We were talking about ways to generate money at the conference.
- **Items to Be Voted On:**
 - i. EOFPANJ & EOFSAA Holiday Party
 - 1. As a result of the previous board meeting, I have been working with Tammy Hsu to plan a joint holiday party. In an effort to repair and build on connections, and to establish a better accord with EOFSAA, I believe that this is an incredible opportunity to connect with EOF Professionals and Alumni in a low pressure environment.
 - 2. Tentative Location: Friday, December 15, 2023 | 7:00PM - 9:00PM | Echo Tap and Grill | Mountainside, NJ
 - 3. Request a maximum of \$1,000 to assist with the costs associated with the holiday party. EOFSAA will also be contributing financially.
 - ii. Questions/Comments: **Ruben Melendez:** Did we establish budgets for each area? If we did that then you wouldn't have to request since you would have your own budget. **Christine Millien:** It's outside the budget because we don't have one yet. **Terrence C Harris:** We haven't established a budget yet. We expect funds to come in from OSHE. We are expecting payments from other things, but they haven't come in yet. **Al-Lateef Farmer:** We have been waiting for the finance office to send out special projects checks. I got mine at Mercer late Wednesday afternoon. So I am anticipating the checks for the Directors Summit reimbursement and special projects. They should probably be arriving within the next couple of days. Once we get that money then we can start allocating money budget wise. The question now is do we have \$1,000 for the holiday party? **Ruben Melendez:** I find it hard, not that I am not supportive of it in general, to make a decision on putting out money when we don't even know what our operational budget is going to be. **Dr. Andre Turner:** He went over the operational budget, but in terms of like them waiting on the larger portion of funds, like I think there's money to cover this but I hear you're saying - we know what Arthur just told us what we have. **Ruben Melendez:** We have special project money - \$2,600 and EOFPANJ operating budget a \$1,000 for a holiday party right now? **Dr. Andre Turner:** We also just got over \$6,000 in membership fees too, there would be money there to cover now until we got checks, but I hear you. **Viviana Zambrano:** I also want to throw

in here that the Emergency Assistance Fund is at a standstill as a result of the same issue. So, if we are going to talk about dispersing money, then we have to kind of look forward to doing it in a way that is equitable and makes sense. **Terrence C Harris:** When we were looking into the matter about the Directors Summit and CTI, and Al-Lateef, Arthur and Dr. Turner was working with the state, we expected to have it resolved by now. **Ruben Melendez:** Do you know the amount that you are expecting to receive? **Terrence C Harris:** The Directors Summit was \$35,000 and CTI was \$50,000. **Arthur Horn:** Technically, we can allocate money for the special project and if we need to allocate \$1,000 to the emergency fund if we need to right now. We still have money in savings and Paypal. **Ruben Melendez:** Do we know for a point of reference if the members at large get a budget? **Dr. Turner:** Yes because the emergency fund is a member at large person. It would have been allocated to her at the retreat had we had everything. **Dr. Andre Turner:** Do we have any requests for emergency funds? **Viviana Zambrano:** No and I don't want to take away from Christine's agenda because this is a separate issue. I just know when it comes to the budget everything has to be voted on and what I was told previously is that we were going to hold off on discussing any money for the emergency fund because we are waiting for money to come in general. So, in the spirit of being equitable my thought is if we're doing that for one request then we do it across the board. **Ruben Melendez:** I think where we are now in the budget, it has to be an individual request. We can establish to have funds available now for the emergency fund until we get all the money in and create the yearly budget. At least we know that there are funds available. The question at hand is what Christine is proposing a \$1,000. **Christine Millien:** At a maximum because we are still splitting it with EOFSAA. I don't think we are going to spend \$1,000, but it's better to have the flexibility. We need it for the food and the space. **Arthur Horn:** All checks that have been submitted to date to me have been deposited since we've been in this meeting. As of tomorrow, based on the two checks that came in, we can cover both. **Dr. Jenice Sabb-Dumas:** So the President has his budget. If you have some funds in your budget, you can disperse those for the holiday funds. You don't have to disperse all of it, maybe give them some of it. I think our priority should always be the student and advocacy for them. I think because we are moving into a time where the holidays are happening, there's a lot of things going on. I think that the emergency fund should be funded at some level so that they could begin moving money into the students pockets as we wait for whatever is coming from OSHE. There are probably some other lines, and I haven't looked at it, where the President or VP could give some money. The priorities have to be in line. I get the relationship building, however, not at the expense of the students. **Ruben Melendez:** Procedurally, we can table this for new business. I think we should fund the emergency fund today and then we can bring it up again, if any, for the holiday party.

Motion to approve the request of up \$1,000 to assist with the cost associated with the EOFSAA/EOFPANJ holiday party:

Moved by Liz O'Brien

Seconded by John Marshall

Comments/Questions: None

Vote: 12 (Y), 1 (N), 1 (Abstention)

Motion Passed

- Assessments - Khayriy Tilghman
 - I will be reaching out to Al-Lateef and Terrence about starting a formal assessment committee.
 - I was working with Christine on the Queer and Here event that was held last month. We just got the results back last night. I took a look at them and I have questions. So I will be following up with Nikki at NJCU and then hopefully at our next meeting I can report.
 - I am working with the fall conference committee and we'll be working on some assessments and surveys there to see what outcomes can be established.

- Emergency Funds - Viviana Zambrano
 - To bring everyone on the same page, in the past this was a separate budget line that was both voted on at the beginning so it wasn't a request that was made. The Board decided that this was something that was needed for EOF students. Is everyone familiar with the fund and what the purpose is generally speaking?
Terrence C Harris: Yes, we went over each role during our retreat. **Ruben Melendez:** When someone is approved, are we still sending the check to the program or how are the students receiving the funds? **Viviana Zambrano:** Christine, you can chime in on this because you have worked with this recently and I have not been on the board in the last two years. When I was involved previously, the Treasurer would send a check directly to the student. **Christine Millien:** The check went straight to Andre's school. **Ruben Melendez:** Just wondering, this age of technology and obviously it's an emergency assistance, we want to get this to the students as quickly as possible. Is there a means to pay the student directly on PayPal or Zelle? I think that is something we may want to consider. **Viviana Zambrano:** I think that is a good suggestion and if it's something that is available then we can go forward. Not everyone is connected in that way but we can explore different ways. **John Marshall:** I was thinking of e-checks assuming they have an account. **Viviana Zambrano:** I think it's something we can revisit. Al-Lateef wants me to give a brief overview. So this particular fund was created in mind again for emergencies and there is an exhaustive list of what constitutes an emergency as we know. The one thing that we never did was consider tuition-based requests because we agreed as a Board and as a committee that that's anybody - everybody has a need for tuition at some point. And Al-Lateef alluded earlier to expanding and maybe renaming the emergency assistance funds to something that encompasses kind of like a split model where one is looking at emergencies and one is looking at more so special projects such as funding a student's application for study abroad or to take the GRE's things of that nature, but that's obviously something that we would do in the future. I don't have a proposed amount or anything like that because that wasn't left up to me. It is always left up to the Board to decide what that will look like for the year. **Arthur Horn:** For now, we can allocate \$2,500 over so that you can start sending out correspondences. **Dr. Andre Turner:** Their budget used to be \$5,000. So we can give \$2,500 now and then we just give the rest when we get the funds. **Dr. Jenice Sabb-Dumas:** All I wanted to say to Viviana is that the process changed because we wanted to make that connection, where the student came into the office, they met and we would say here. **Viviana Zambrano:** I will work with Florangel to get the message out and gather my committee to vote.

Motion to allocate \$2,500 to the emergency fund (amended portion by Terrence C Harris- until regular budgets are established):

Moved by Liz O'Brien

Seconded by Marie Sanjurjo Lopez

Comments/Questions: None

Vote: 14 (Y), 0 (N), 0 (Abstention)

Motion Passed

- Technology - Dr. Alex Delgado
 - No Report

k. New Business

- Ruben Melendez: Tradition is that at the Fall Conference we start the Arrigo Rogers scholarship drive. I want to make sure we are doing that again but also the last couple of years we did the Giving Tuesday campaign. I will happily lead that again and work with Arthur. I'd like to have that ready. We had the QR at the tables. Maybe also be a topic at the general meeting. The money will go right into Arrigo Rogers.
- Liz O'Brien: This is information based on what was brought up by Al-Lateef for the New Jersey School Counselor Association. I do not have a connection to the organization, but according to their website they have a winter conference on January 5th at Rowan. The spring conference April 19th at Kean. On their website they also have a resources tab for different categories of school counselors. I don't know if EOFPANJ wants to try to make a connection with this organization. **Al-Lateef Farmer:** It's worth a shot. Can you send me that in an email?
- Al-Lateef Farmer: I have been in conversation with Andre from HESAA with the changes to the new FAFSA coming up and now that will be released on 12/31. He wants to do an information session for EOF professionals. He wants to host it at Mercer. We will make it a hybrid event.

l. EOFSAA

- Samuel Casimir: Last event of the year is December 15th. The holiday party that we hope to collaborate with you all on. Tentatively at Echo Grill in Mountainside, NJ.
- Old Business:
 - Following up on invoices for National Sportswear. There may need to be some invoices that need to be paid for t-shirt sales. **Al-Lateef Farmer:** Arthur took care of that. **Samuel Casimir:** Awesome. Thank you.

m. Announcements/Comments

- Arthur Horn: Can we send a letter to all college Presidents that hosted us thanking them for letting us be there?

n. Next Meeting: Friday, December 8, 2023 at Kean

Adjournment

Motion to adjourn meeting by Ruben Melendez

Motion Passed by Unanimous Decision in Favor of Adjourning at 1:30 PM