

## EXECUTIVE BOARD MEETING MINUTES

BOARD MEETING DATE: October 13, 2023

LOCATION: Mercer County Community College

OFFICE/COMMITTEE: Recording Secretary

COMMITTEE MEETING DATE:

PERSON(S) SUBMITTING FORM: Dr. Debora Rivera

### I. Log on to Queer, Here, Loud, Proud, Free Event

- a. Greetings from the EOFPANJ President and Executive Board Members

### II. Call Meeting to Order

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

### III. 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 the OSHE/EOF Central Team:** Hema Patel, Peter Collazo. **From EOFSAA Team:** Tammy **Absences:** Johanna Romana, Ivory Luke, Alex Delgado, Khayriy Tilghman, Dr. Andre Turner

### IV. Review and Adoption of 2023 Executive Board Retreat Minutes

**Motion to approve the 2023 Executive Board Retreat Minutes with the additional edits:**

**Moved by Liz O'Brien**

**Seconded by Terrence C Harris**

**Comments/Questions:** None

**Vote:** 15 (Y), 0 (N), 0 (Abstention)

**Motion Passed**

### V. Old Business

- a. Continued dialogue of budget

- b. Share the branding folder with Board Members

## VI. EOPANJ Reports

### a. President

- Special Projects Update

- We had three special projects that were accepted by the state. One of those for the Men of Color Initiative in the amount of \$181,000. The other was for the EmpowHER initiative for Women of Color in the amount of \$113,000. And the last was for the Queer, Here, Loud, Proud and Free initiative which their event kicked off today, but they will be doing things later in the amount of \$15,000. We brought on Christine as our Special Initiatives manager. She is going to work with the people who are heading those projects to make sure that things are efficient and the money is in order. We will get with Arthur once the funds are sent in and identify ways to account for the money better this year.

- We can talk about the money now because I know it has been on everyone's mind since the retreat. I told you all on day three that we were all going to be okay financially. And we are moving toward that. Hema and I met earlier this week and we were able to get the paperwork in order for the Director's Summit refund. Contracts have been signed and that money will be transmitted from the State in the coming weeks. So that will be an additional \$35,000 that will be coming to the account. In addition to that, Terrence, was there any update from Lawrence yesterday? **Terrence C Harris:** He is going to see. It should have been mailed over the Treasurer. Deb did some digging and found out that we did get a check for CTI earlier in the summer. Now we just need to find out where it is and work with OSHE to either get that reissued or if it is still available for deposit, which more than likely it is not. We will try to work that out as well, so that is a few thousand more. We will be moving closer to being financially sound.

- We will talk more during the committee conversation about how to make these processes better and how to be more fiscally responsible. Everyone okay with that now? **Executive Board:** Yes.

- Email Challenge and Updates

- We have been experiencing some challenges with the email. Alex is not here today so he cannot provide the technical details, but essentially what happened was when we transitioned to the new website, the EOPFA New Jersey as our url and went to GoDaddy, essentially we were supposed to make those changes to our entire Google suite. There was never any notification done. And so it expired shortly after. The conflict started after the retreat. The server that was holding our EOPANJ account, essentially became null and void. We did not find this out until the week after. Alex spent roughly 4 or 5 days working to identify the problem because it was not apparent what the issue was. But, he finally figured it out. At that point, we needed to transition and change our account to EOPFA New Jersey. It's a long email now and does not look appealing but it needs to match our domain name. You should all have received an email from Google asking you to update your password and two, verify it and then make your transition. I received an email from Alex that some of you have not done that yet. Alex has been communicating with us via email and WhatsApp. We will try over the next week or so to identify those of you who have not changed the email. The Google drive information is still linked to both accounts. Moving forward, the EOPFA New Jersey will be the primary account. We are working on migrating the information over to the new drive account. Any questions about that? None, okay.

- Committee Conversation

- Tabling this conversation for New Business at the end.

### b. Vice President

- Information Only

- First submitted report. After five years, the first time completing a report.

- Continue searching for Project Management Software. I wanted to have one solidified by this meeting, but by next meeting, we will definitely have one. I want to encourage you to use it once we get a software.

- Google Apps - Maybe not. Requires too much access (Drive, Domain, etc.)

- Monday.com - Expensive for 20+ seats (users) \$16 per seat/per month

i. Personal favorite but it's expensive.

- Asana - worried about this one because of the owner of the website.

- Zoho Projects - \$4 per seat

i. Not as extensive or user friendly as Monday.com.

- EOF Center accepted EOFPANJ Special Projects
- Men of Color Initiative
- Women of Color Initiative
- I am Queer, Here, Loud, Proud
- Fall Conference Updates - Meeting with AESNJ 10/11/23
- RFP's sent out 10/10 - Encourage sectors/coworkers to submit an RFP.
- OSHE Sponsorship - 2 professionals/5 students
- Registration - Membership Works vs. Formsite? I would use Formsite.

i. I know we wanted to go with Membership Works because of the ease of the program, but because of the closeness of the conference, using a platform that we have used before which is Formsite would be better.

- Spring Conference - Meeting on 10/10/23 with Conference Committee
- Communication was sent out for possible sponsorship deals. The deadline for response is 11/1.
- The committee is continuing to work on budget.
- Looking to send out RFP's soon. Also, post on the website.
- Items Discussed at the Retreat
- Table-toppers with name, position (front), roles (back).
- Amazon account? I don't believe so.
- Review committees for October meeting?
- New Business
- Transcribing software? Purchase
- Microphone for all meetings
- Old Business
- Items Discussed at the Retreat
- Table-toppers with name, position (front), roles (back).
- Amazon account? I don't believe so.
- Review committees for October meeting?
- Questions/Comments:
  - **Liz O'Brien:** Do we still have Formsite? Wasn't there a charge for that? **Terrence C Harris:** For the second half of your question, I don't know if there was a charge. For the first part of your question, yes, we do have it. **Al-Lateef Farmer:** We have the free version. **Liz O'Brien:** I just remember there being an issue with the Tri-State Conference. **Dr. Jenice Sabb-Dumas:** For Formsite, we did have to pay for it. We only had 25 forms and that was the issue. So, we had to start deleting forms and I think we were having issues with deleting forms. **Terrence C Harris:** Yes, that is correct. I was made aware that we have the free version for 25 forms only. Maybe we can discuss purchasing the larger account. **Al-Lateef Farmer:** Aren't we supposed to be moving away from Formsite? **Terrence C Harris:** That's the conversation I wanted to have because I think, and it's beneficial to at least keep the free version because of the ease and it's easier to use. **Ruben Melendez:** I used the Formsite for the Constitution. I feel there's a lot of things we don't need, surveys we don't need. I think we just simply need to export data, save it in a central place and you can clear out a lot of surveys. **Christine Millien:** I agree. I think that Membership Works is very useful in terms of the money management piece. But, the tough part is when I was creating the registration for the conference in the springtime, you can;t preview the form. So we would have to upload it to the website and Arthur correct me if I am wrong, upload it to the website to see if you did it wrong. So, Formsite is definitely more user friendly. I know that I agree with Ruben as well that there's a lot of things we can definitely download. For example, I don't think every year, if we know we have a fall conference and spring conference, we don't need to be creating a new form. We can just download the old report and then update it for each year. So, we do have a lot of duplicates in terms of different years but the same event. So, I think that could be helpful but we do need to come to an agreement on which software we are going to use. And then also, I do have the camera microphone from the Day at the Capital so I could bring that to you next time for the meeting. **Terrence C Harris:** Maybe we don't need to pay for Formsite, but I definitely think that it is useful to continue using, especially for the Fall Conference because of how close it is. Maybe we could incorporate the Membership Works for the overall membership. **Ruben Melendez:** I would recommend that the Fall Conference Committee come with a recommendation about what we're doing for this time in particular. **Terrence C Harris:** I spoke to them and those of AESNJ and we talked

about using Formsite because of the closeness of the conference and the forms are already created. Ruben Melendez: Personally, I agree, but if you want to do it formally, to be done with the fall conference, the committee makes that recommendation. Are they presenting today? In that area? **Terrence C Harris:** Yes, AESNJ.

▪ **John Marshall:** I have something that we purchased with Special Projects that I can bring that can actually connect to computers and allow both for microphones in case we need multiple ones. My suggestion is that we get the conference microphone, which I do not have, just because those can capture audio in circular directions. And then we can use what I have, which is like a scarlet microphone. **Ruben Melendez:** In terms of purchasing things, I would say once everyone has their individual budget line, Terrence, if that is something you want to buy out of your budget, then you just do it. Outside of the budget, then it would be presented to the Board.

▪ **Terrence C Harris:** Parliamentarian, do we need to vote on the purchasing or the transcribing software? **Ruben Melendez:** Who's budget is it coming out of? Maybe that's something that Dr. Rivera uses her budget for. **Terrence C Harris:** Well, historically, she doesn't have a budget. **Ruben Melendez:** Maybe we will get more clarity today on what people have for their budget. We don't have to vote on everything if it's within our budget.

### c. **Parliamentarian**

● One of my roles as Parliamentarian is to go over an aspect of the Constitution at every meeting. The thing that I had in mind already seems to be a topic which was going over committee. There were a lot of questions at the fall retreat regarding committees. There are a lot of standing committees already in the Constitution with certain roles designated as part of those committees. The standing committees are always there, and we should always be doing. There are also special committees that can be created as per whatever is needed at various times.

● **Fall Conference Committee** - We know about the Fall Conference Committee, which we already have. It's already going on. AESNJ representation - that was something that was a new addition to the Constitution. They have been involved anyway, we just put it in writing. Traditionally, there is always a student aspect to the Fall Conference, so it makes sense to have AESNJ be involved in the planning, not the whole thing, but just involved. In the past, they ran the whole thing, but they're just members and not the whole committee. And there are some guidelines about when they should meet. I know they've already been meeting.

● **CTI Committee** - President shall appoint the Chairperson. Shall convene 7 months prior to the scheduled CTI. So that would be in November? So, President, you would need to appoint a chair if you haven't done so already and they should start working. Start meeting 7 months prior. So a minimum of 5 members, 2 from the Executive Board appointed by the President. **Al-Lateef Farmer:** Since we are here, would anyone like to volunteer? Okay, so Deb and Marie.

**Christine Millien:** At the retreat, didn't we talk about it being someone from the host institution? **Al-Lateef Farmer:** We'll put a call out to membership, see if anyone wants to chair. **Natalie Quinones:** I was the previous Chair and Rider does have interest in hosting it again in terms of a location. We just have to confirm with Dr. Walker if that is still okay. And there's a lot of people that expressed interest, so there is something to start with in terms of building a committee and possible chairs. I will share the list with you now. **Ruben Melendez:** Keep in mind when we talk about committees, they typically have a couple of Board members but they always want to get representation from the body. It's a good way for the body to get involved.

● **Budget Committee** - This includes the Financial Secretary, Treasurer and will serve as the Chair. Other members are appointed by the President. Typically, they would meet before the retreat to be able to have the budget prepared for the retreat. As a committee, people can make proposals. We should be going to the Budget Committee with our own proposals.

● **Government Relations Committee** - That was more active when the years we were getting cut. Typically leading letter writing campaigns and things like that. It kind of died out. There is representation from EOFSA and AESNJ. Shall be chaired by the EOFPANJ President. **John Marshall:** I think it is really important that we get on that now. **Ruben Melendez:** Five members, so it looks like John is one of the members. **John Marshall:** I will help you. **Al-Lateef Farmer:** We also need a representative from EOFSA. So, we can start a conversation with the three of us and we can grow out to other people from there. We definitely need South Jersey representation. **Ruben Melendez:** Also, Day at the Capital, is a standing event that usually the Government Relations Committee is involved with. I want to point out 6.6 which surprised me to make an amendment on it, but the Government Relations Committee shall send two technical representatives to the Technical Review Board. I don't know what that is. There is and I have been the representative for

years now, an EOF representative with HESAA. HESAA used to meet quarterly and almost kind of like what we do. They have a state representative. They have a county college representative and they have an EOF representative. But, in itself it has slowed down since COVID. They used to meet quarterly and then they started doing virtual meetings. Someone from OSHE goes there as well. That might be what they are talking about.

- **Community Partnership Committee** - Five members and two E-Board members appointed by the President. It interacts with the community. It's broad - maybe we need to figure out what we want to do with that. **Al-Lateef Farmer:** Does that look like our Ambassador program? **Ruben Melendez:** It could be - yeah. **Al-Lateef Farmer:** That seems like a way our Ambassador program can grow. **Ruben Melendez:** That does make sense now that you bring it up. Being that's a standing committee, we can fund them. We are within our rights to fund them because we are associating them with this standing committee. I think they get some money from OSHE but we have the right to support them in this area under community partnership.

- **Fund Development Committee** - Six members - representation from EOFSAA and AESNJ. Planning, coordinating, revenue generating strategies. That is something that historically, some years we've done it and some years we haven't. I was on it one year where we did raffles for the spring conference and the committee went out and got people to donate things for the raffles. It was a way for us to generate money. We've also talked over the years about sponsorships on the website. Promote sponsorships in the conference brochure. I brought up Al-Lateef, possibly having a vendor fair. These are things that this committee should be planning. I will volunteer to be on that committee. It's a great opportunity for us to receive additional revenue. **Al-Lateef Farmer:** Now I am thinking about Arrigo Rogers and our Emergency Scholarship Fund. I spoke with Kim Quick of NJIT, she is going to continue in that role. Viviana will be back with us for the Emergency Fund. So, we'll start with the three of you.

- **Marketing Communications Committee** - Five members chaired by the Public Relations Officer. It's pretty self-explanatory on the things that should be done.

- **Membership Committee** - Shall consist of five members and shall be chaired by the Financial Secretary. Will explore membership types and benefits of membership. That's another thing that as a Board, we have discussed over the years. What do you get for your membership? Do you get a discount at whoever because you have an EOFPANJ card? Do you get 10% off of this or that? Those are the kinds of things we have talked about. Create these partnerships within various places. Nothing has materialized in those areas, but it's definitely worth exploring. Membership committee shall update and maintain the Association's directory. So I guess that means Florangel is part of that committee. It shall promote and look to enhance association membership - getting out to the different programs - Hey, get your dues in; or, try to find others to join as an Associate Membership.

- **Election Committee** - We went over that last year. We will table that until next November.

- **Transition Committee** - Same thing. When this Board leaves, we will prepare the next one.

- **Al-Lateef Farmer: Special Initiatives Committee** - I would like Khayriy with Assessment and Christine with Special Initiatives to be there. And if there is anything that you could think of. As we start thinking about special committees and going forward, start identifying what blind spots we have as an Association and even in our campus programs that we can help to impact. As we start to come back to our meetings each month, we can talk about what needs to be improved. So start thinking about that for special committees and we have some representation today from outside of the Board. Is Aniyah still here? We are going to get you involved. **Ruben Melendez:** I would like to recommend that we identify a few people to be on various committees within here. There's still openings that we didn't identify but I'd like to put it out to maybe a signup sheet to the Board and maybe to the whole body. So that by the next Board meeting, we can have a better idea of who are in these various committees. I think we should do a Formsite so those that are interested can sign up.

- **Questions/Comments:** Al-Lateef Farmer: Let's discuss now. Are all these committees necessary? **Ruben Melendez:** Does everything need to be active at once? Not necessarily, but then when we have these questions like last month, well, someone should do this or somebody should do that - it's actually defined who should be doing this or that. I don't think we need to have everything active per se, but I think it's good to keep it in the Constitution.

d. **Financial Secretary**

- Membership Dues

- Hudson County Community College - \$150.00

- Georgian Court University - \$330.00
- Salem Community College - \$330.00
- Rutgers New Brunswick - \$330.00
- Other Checks Received
- Warren County Community College - \$342.00 - EOF Grad Alumni T-Shirts
- Returned Checks to EOFPANJ
- EOFPANJ to Stobbs Printing - \$198.06
- EOFPANJ to Joshua Fredenburg - \$5,500.00

**Motion to accept Financial Secretary's Report as submitted:**

**Moved by Liz O'Brien**

**Seconded by Ruben Melendez**

**Comments/Questions:**

**Al-Lateef Farmer:** The grad t-shirt funds goes into the EOFSAA account. **Christine Millien:** Can we just make a note that the Hudson check we believe is from last term, and not this current. We discussed that at the retreat.

**Vote: 15 (Y), 0 (N), 0 (Abstention)**

**Motion Passed**

**e. Treasurer's Report**

- Information Only
- Membership Works
  - I was on the phone last week with Membership Works and once we discovered that we had GoDaddy as a host, that's the worst site for connection. I think we tried it over the last couple of days and tried to connect it. It did connect, but it wasn't showing up on our website. **Marie Sanjurjo Lopez:** So we have a marketing help or website help but I did reach out to them to see if they could help bridge the gap. The code works to connect it, but why isn't it showing up on the website? I am still waiting to hear back on whether that works or not. It's also beyond my technical skill level.
  - Our Formsite is available and paid for until January 23, 2024 which cost us \$699. It went up \$100 from 2022. I don't know what the cost would be for 2024. If we have to go to Formsite, we have enough money to pay for it. That's not really an issue at this point in time.
  - As of yesterday, all of the balances - the savings is \$1,586.81. The Paypal account is \$2,735. This is the account that the storage comes from. Some membership is paid when they pay by credit card. It comes from this account. That's why you see that large number. We do get \$1.88 back every time the storage payment is paid. Because of the program Paypal has where you get paid back on money you spent - a percentage. The AESNJ has zero. EOFPANJ Operating is our general account. This is where checks are written from. This is \$3,269.11 for Xero and the Statement Balance is \$3,253.98. That means that a banking fee came out, it just didn't get recorded in Xero yet. The EOFSAA account has \$2,029.55. Arrigo Rogers is really zero but I put \$25 in to keep the account open.
  - The Executive Summary gives you an overview of the cash received and spent, credit card payments and then profitability. For the last couple of months, since we didn't have a lot come out, you will not see a lot of activity.
  - Income and expenses by contact - You can see what is coming in and out. Does anybody know about Amazon Prime? I have no idea what that fee is about. Do we already have a business account? **Al-Lateef Farmer:** We have to check with Andre.
  - Balance Sheet - This is what you always want is the balance sheet to balance out.
  - Bank Reconciliation Summary - shows Xero. Xero is the account we use that is connected to our business account. This is how we can generate these reports because it pulls everything over and allows us to generate reports, charts and whatever we need to look at our financial situation.
- Questions/Comments:
  - **Al-Lateef Farmer:** The big question now is what are we doing for membership? So, we are going away from Membership Works, correct? **Arthur Horn:** We are contemplating it. **Al-Lateef Farmer:** We need that process to speed

up. **Arthur Horn:** We can't speed it up. If GoDaddy is not answering, then that \$5,000. **Al-Lateef Farmer:** We can't waste money. But, we need to figure something out because we need to get the dues in and get people registered for the conference who are paid members. Let's try to connect, me, you and Marie. **Arthur Horn:** Regardless of Membership Works, our payment for membership never changes. So people are still sending in checks. If people need a receipt, they usually email me or Florangel. Our membership is based on people sending in the money. **b** In the meantime, until we figure out Membership Works, can we send out an email to the membership and say these are the prices, please send your payment, so that at least there is something in motion. **Al-Lateef Farmer:** Liz just shared in the chat what went out in the email which is that the link to Membership Works would be there. That's the question I am getting often - is how do I make this work? Florangel, let's try to construct that email and get it out. **Florangel Cabrera:** I need names in order to construct the directory. Now, I can just have the people just email me and I will update as we go. **Ruben Melendez:** That's supposed to be tied into membership. So we know what they are paying for. **Al-Lateef Farmer:** Liz just dropped the same idea I was about to say. We need to put a Google Form in that where people can just type it in and you can download and have. **Florangel Cabrera:** Why can't we just use the one from previous years. **Al-Lateef Farmer:** Okay, let's do it.

- Items to be Voted On:
- September's Treasurer Report

**Motion to accept Treasurer's Report as submitted:**

**Moved by Liz O'Brien**

**Seconded by Dr. Debora Rivera**

**Comments/Questions:** None

**Vote: 15 (Y), 0 (N), 0 (Abstention)**

**Motion Passed**

f. **Corresponding Secretary's Report**

- Information Only
- Returned check for Vladamir Gabrial - \$500.
- Forms site wasn't allowing us to successfully edit/view new forms.
- Old Business
- Members not added to Group Chat
- Arthur
- John
- Khayriy
- Joanna (need phone number)

g. **Public Relations Officer**

- Information Only
- I tried to insert the code from Arthur for the membership works login and was able to add it but it would not display on the live site for whatever reason. Not sure if the code is interacting with the website in some way. I did reach out to support to see if I could get assistance from them to make sure it wasn't an error on my end—waiting to hear back from them.
- All the plug-ins for beaver builder (the intuitive website editor) are out of date, at the present time it's not impacting the use of it but it could potentially in the future. Beaver builder is extremely user friendly and makes keeping the website aesthetically pleasing much easier than wordpress. A license needs to be purchased in order to update them (yearly price ranges based on package chosen \$99-549).
- Scrapbook Page: I'm wondering if this could be a place where campuses submit photos of their students, event photos, staff, etc and it's just a running slideshow. Not sure of the logistics of this yet but I like the concept.
- Edits made: Removed outdated associates flyer from home page, replaced with image, edited Conferences page with AESNJ call for proposals and save the date

- **Social Media**

- Working on creating a content schedule to make posting and engaging frequently easier to manage. This will also require a lot of outreach to gather information and then to create the actual content to be posted across platforms.

- Example: Member Monday's, Testimonial Tuesdays, Meet the Director's, Counselor Appreciation, etc.

- Open to suggestions and anyone who's willing to help.

- **Old Business**

- We discussed the meeting minutes being available on the website in some way. Do we want to go back to having a member's area accessible with password? OR minutes available by request form? **Ruben Melendez:** It would definitely be a member's only for the minutes. **Viviana Zambrano:** In the past in the member's portal, we also housed the form and flier related to the Emergency Assistance Fund. As we only wanted our current members to have access to that. **Al-Lateef Farmer:** As we receive payments, we can then communicate back and let them know they have access to these things being in the member portal.

- h. **AESNJ**

- **Information Only**

- Request for Fall Conference Proposals was sent out on 10/10, due date is 10/25

- Sector reps - Please encourage sectors to submit proposals

- All Board members - Please encourage colleagues to submit proposals

- TCNJ Walkthrough on 10/20 for Fall Conference Committee.

- Fall Conference will be funded as an OSHE Initiative, and we should have a \$50,000 budget.

- OSHE will sponsor two professionals and five students per institution, and we can charge for additional registrations.

- **Items to be Voted On:**

- Cost of Fall Conference additional Participants, after OSHE sponsors?

- Fall Conference 2022 Charged:

- i. \$100 per additional student

- ii. \$150 per additional professional staff member

- Can we give Registration Committee members access to EOFPANJ Formsites for conference registration?

- Google Docs – Access to Formsites isn't needed, but doesn't generate invoices.

- Formsites - Access needed for non-EOFPANJ Board Members, but generate invoices.

- Membership Works - Access needed for non-EOFPANJ Board Members, and time is a concern.

- Sector Reps: Can we present EOF Society informational sessions at an upcoming sector meeting to increase EOF student involvement?

- **New Business**

- Fall Conference registration form will be sent out as soon as we have consensus on using Formsites or Google Docs for registration.

- **Alan Manzueta:** We are trying to be strict on due dates because there is going to be a certain amount of students that we can bring from our institution. We were thinking of 7 to 8 students per institution. Sometimes, some institutions have more students to bring. Some institutions tend to respond late. **Liz O'Brien:** Is the cap 9 total, 7 students and 2 pro? **Alan Manzueta:** Yes.

- We are requesting any EOFPANJ initiative representatives to present to students at the Fall Conference (i.e. Men of Color, Women of Color, LGBTQIA+ Initiatives) to increase student involvement and initiative awareness.

- Does anyone know where the EOFPANJ step and repeat is located? **Alan Manzueta:** It's in the storage but to be honest, it is not in good condition. Maybe I can ask for a quote for a step and repeat as well to the company I will be



talking to today regarding the items purchased for the conference. **Dr. Jenice Sabb-Dumas:** The Ambassador's Program bought a step and repeat. There should be one. We have a tent as well. It should be with the stuff from the Tri-State conference. **Alan Manzueta:** So, it should be in storage. I can go and check. **Terrence C Harris:** She gave it to Al-Lateef and me so we have it.

- Would anyone from EOFSAA like to present at the Fall Conference? (i.e. Life After College).

- After the Fall Conference, the first AESNJ Initiative will be starting EOF Society informational sessions for staff members. We want to put together a model that staff can use.

- Next Meeting Date

- 10/20/2023, Fall Conference Committee Meeting.

- Questions/Comments:

- **Chrysten Colacicco:** Is it okay if our registration people have access to the Formsite? **Al-Lateef Farmer:** The registration chair if they are paid. Who's the chair? **Alan Manzueta:** They are both on my staff. I paid my dues. **Al-Lateef Farmer:** Can we talk about the professional track? **Chrysten Colacicco:** For the professional track, we took into consideration the feedback. We essentially have three spots open - we have a general body meeting, the other two, we can have sector meetings, we can have special projects overview, we can do an AESNJ involvement thing. One of the committee members also asked if we could do an open discussion for professionals aiming to get a doctoral degree. Does anyone have thoughts or feedback on that? **Al-Lateef Farmer:** Sector meetings are necessary. The doctoral session I think it's a good idea. We need to identify who can moderate it and I am trying to think about people who have recently gotten their doctorate. We can reach out to Reggie, Vaughn, Alex and we need a woman. **Florangel Cabrera:** Tamika, they all did it at the same time. **Al-Lateef Farmer:** Let's try to do that and then the special projects one -people can share what they've done. **Chrysten Colacicco:** So everyone will need to go to the General Body meeting and to the Sector meetings as well. **Dr. Jenice Sabb-Dumas:** I just have a recommendation. I know that there are a lot of things going on in higher ed, nationally, but maybe have a space where people can come and do a round table discussion about, you know, admissions, recruitment and things of that nature so that you can put things on the table so that the board can have information that we can utilize to kind of move our agenda forward. You will have different people there, and it's not going to be everybody. It's just a thought. **Al-Lateef Farmer:** We can also talk about FAFSA and affirmative action. Now we have options. **Ruben Melendez:** Do we want to create a package of doing your membership at registration for the fall conference simultaneously? Or keep them separate? **John Marshall:** Realistically, we are having issues with getting dues in. Do you think that would complicate it more since it's already difficult? **Christine Millien:** In an ideal world, it would make sense if we had fall conference, spring conference and the registration for the board all in one thing, but if you look at the different needs like you need to have students register, some people need travel authorization forms to go to the spring conference. I don't think it's realistic to put it all in one form and like John Marshall is saying, not just what we have going on with the situation with the Membership Works, there's schools that take forever to pay and they need the invoice. **Al-Lateef Farmer:** For the spring conference this year, we will definitely ensure that they are paying the non-member rate. **Ruben Melendez:** The deadline that we put out there is 11/15. We need to get on that and really put a push out to get your dues in by the posted deadline. **Al-Lateef Farmer:** We can create a plan once 11/16 comes and we start reaching out repeatedly. **Liz O'Brien:** I don't know what it says for OSHE sponsorship. Is it blanketed by 2 professionals and 5 students to all EOF programs? Or is it to all EOF programs affiliated with EOF PANJ? **Hema Patel:** To all EOF programs. Affiliation does not matter if they are not members for OSHE sponsorship. **Terrence C Harris:** So we are having two conversations - membership fall conference - if we are talking about fall conference, we will do the member rate and non-member the same? So, you don't have to be a member to register for the conference. And then like the President said, we will encourage by that 11/15 deadline, but it shouldn't hinder programs from registering for the fall conference. **Al-Lateef Farmer:** We have received some dues for this year, right? **Arthur Horn:** Yes.

- i. **Statewide Recruitment Ambassador Initiative**

- We don't have any updates. My email has changed. I haven't been able to get into the old email to see if anyone is making requests. So, I have to send out new emails to people.

- But this semester we have had 3 recruitment events. One we went to New Brunswick High School where we presented to their seniors and Dr. Tieka Harris did that for us. And then Knight, he went to the newer Board of Education

Senior Career Fair and presented for us. That was all back in September. We have one more upcoming event which is at Bridgeton High School in South Jersey and a member I think from Andre's team will be handling that recruitment event.

- My goal is to meet with the EOF Alumni Association because what I am finding is that it is very challenging to get professionals to go out and recruit. Because again the events that we normally recruit at the professionals are already going to. So I am working on working with the Alumni Association to train ambassadors within the association so that they can assist us with some of the recruitment events. Particularly those that are in the evening because they will generally be available in the evening and are excited to do this. I will be meeting with Tammy, the President, next month.

- **Al-Lateef Farmer:** The EOF College Fair at Trenton will be 11/29. We just confirmed that yesterday. There is a meeting Tuesday afternoon with my assistant director to go over logistics. We will try to do an informational ahead of time and that is when we would like to work with the ambassadors. **Christine Millien:** So Wednesday and Thursday we had a school from Bergenfield High School reach out to our office for a presentation. They didn't explain it well so we were under the impression it was like a tabling event. When we got there they wanted an EOF presentation. Do you have a very general EOF presentation like a Powerpoint? **Dr. Jenice Sabb-Dumas:** Yes. **Christine Millien:** Okay, so I will share your information with them because that is something that they needed and I don't think they understood that we had the statewide so I will let them know that we have it. **Dr. Jenice Sabb-Dumas:** I will send it to Terrence and he can populate it on the shared drive. I will work with Dr. Carter to update it so we can have the most recent information.

j. **Sector Reports**

- **Community College**

- No report.

- **Independent**

- Jose Rodas - North

- Currently, he is still working on developing ideas that he wants to collaborate with the other Sector Representatives. Flor did send us an updated list of EOF directors (thank you!). He wants to see if he can add the list of current employees, along with the directors (e.g., counselors, specialists).

- Liz O'Brien - Central/South

- Not much outreach without having the membership or the contact information. But, I did send some general information and I have some notes for ideas for our upcoming meetings and workshops.

- **Public Research Sector Representatives**

- Taruna Chugeria and Lissette Herrera

- Public Research Sector Meeting - Thursday, October 26th 12pm - 1pm

i. Discuss membership dues

ii. Upcoming Conferences

iii. Announcements

- Self-Care and Work-Life Balance workshop - Wednesday, November 29th 12pm-1pm

i. Different roles and behaviors

ii. Reflection questions

iii. Mortality motivation

iv. Setting boundaries

v. Actionable practices

- **Questions/Comment:** Christine Millien: Just to point out, the dates conflict with the Trenton event now. The 11/29 date. **Taruna Chugeria:** We haven't sent it out so we can revisit that and change it. The 15th wasn't possible and the 22nd is right before Thanksgiving. But we can revisit that. **Al-Lateef Farmer:** You should be fine because typically one or two reps from your sector are going to attend the college fair. It may work out.

- **State College and Universities**

- Natalie Quinones - North

- Developing a campus visit plan (tentatively November/December).

- Rescheduling sector rep planning meeting - complete [doodle](#) by Friday, October 20.

- Submitted a workshop proposal for 2023 AESNJ & EOFPANJ Fall Conference.
- John Marshall - South
- I have nothing to report. But my plan is to try to engage us at least once a semester. We'll see how. It will probably be a meeting and maybe a planning meeting so that we can then do something in the spring semester that'll be more beneficial to everyone.
- **Questions/Comments:** Marie is asking for the sector reps to reach out to their sectors. She wants to make sure that is being done. **Liz O'Brien:** It is difficult without having a membership roster. Because there are some staff changes at some of these institutions and or recently newly hired. I don't know who some of the people are at these institutions, so that also makes it challenging to reach out to them. **Taruna Chugeria:** I think Florangel sent something out, right? I saw a shared google doc, correct me if I am wrong? **Florangel Cabrera:** I shared the entire roster directly. The only thing that has been updated were the directors. The actual members have not been updated because here we are.

- **Members-At-Large**

- Initiatives - Christine Millien
- Queer, Here, Loud, Proud, Free (TODAY)

i. Excited to be kicking off this initiative spearheaded by Nakia Santos.

ii. Khayriy assisted with the survey development.

1. Based on the results, we will assess the areas students/staff would like to discuss to create events moving forward for special projects.

- 13th Annual Day at the Capitol

i. Reached out to Tina Reynolds to select a potential date, could not offer assistance as the calendar is not released until January.

ii. Potential Spaces

1. War Memorial: George Washington Ballroom (capacity 300 rounds, 499 standing).
  - a. Non-profit half day (\$1,000). Full Day (\$2,000).
  - b. For-Profit (\$1,500); Full Day (\$3,000).

iii. Potential Date (Last week of March to avoid Spring Breaks)"

1. March 25 or March 26, 2024 (may need to change based on voting calendar).

iv. EOFPANJ Conference

1. We were waiting for the fall conference to promote their stuff first so I can try to send you an email hopefully today with the save the date, the RFP and the registration information when we figure out what we are doing with Membership Works or Formsite.

2. I know that Nicole and Enrique are going to be working with Hema to discuss the budget as well just to get some support there.

- **New Business:**

- EOFPANJ Holiday Party

i. In the spirit of Liz's meaningful meetings. I had a conversation with someone on campus here and they talked about how students feel more engaged or they even just engage more when they have the opportunities to just connect and I think we as professionals need that opportunity as well. Depending on our financial situation, I suggest we host a holiday party.

- Assessments - Khayriy Tilghman
- No Report
- Emergency Funds - Viviana Zambrano
- No Report
- Technology - Dr. Alex Delgado
- No Report

k. **EOFSAA Report**

- Powerpoint is in the drive - Strategic Plan 2023-2024

▪ **Natalie Quinones:** I just want to say that I love the energy. I am really big on reading that and I can see the vision that you have and I thank you for sharing that. You and Christine mentioned a holiday party and maybe that is a way that we can merge. **Al-Lateef Farmer:** I agree about the good energy. I did have some concerns about our partnership with EOFSAA but my conversation with Tammy last week took all those concerns out. I think we are headed in a positive direction. We need to see how to make the bank accounts work in the legal sense.

● Information Only

▪ We have been working very diligently on our internal development and organization over the course of the last ten months. Please reference our Strategic Plan Deck for updates.

▪ Major Goals Projects

○ Constitution

○ Organization structure and financial stability

○ Organization's Roadmap

▪ Fall Events

○ October 29 – Breast Cancer Walk

○ November – Fundraising Campaign

○ December 15 – Annual Holiday Party

l. **New Business**

● None

m. **Announcements**

● Hema Patel: I just got notice from OSHE

n. **Next Meeting: Friday, November 17, 2023 at TCNJ**

Adjournment

**Motion to adjourn meeting by Ruben Melendez**

**Motion Passed by Unanimous Decision in Favor of Adjourning at 1:17 PM**