

EXECUTIVE BOARD MEETING MINUTES

BOARD MEETING DATE: December 8, 2023

LOCATION: Kean University

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 10:21 AM

II. Roll Call

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

Present: Dr. Andre Turner, Ruben Melendez, Al-Lateef Farmer, Lissette Herrera, John Marshall, Alan Manzueta, Natalie Quinones, Jose Rodas, Terrence C Harris, Liz O’Brien, Chrysten Colacicco, Faheed Washington, Marie Sanjurjo Lopez, Christine Millien, Florangel Cabrera, Ivory Luke. **From OSHE Team:** Hema Patel **From EOFSAA Team:** Samuel Casimir
Members Present: Erik Burrell, David Simpson, Kim Quick, Tejal Parekh, Emily Pereira, Dayhany Marte, Titilola Price, Mgioaxris, Rosa Perez, Jeff Augustus, Aniyah Parks, Cherrell Smith. **Absences:** Johanna Romana, Taruna Chugeria, Dr. Jenice Sabb-Dumas, Arthur Horn

III. Adoption of 2023 November Executive Board Minutes

Motion to approve the 2023 November Board Meeting Minutes:

Moved by Liz O’Brien

Seconded by Christine Millien

Comments/Questions: None

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

Motion Passed

IV. EOFPANJ Reports

a. President

- Greetings from an EOF Legend, THE DR. BARBARA HARMON-FRANCIS
- Old Business:
 - Want to thank Chrysten, Alan, Ivory and the rest of the committee for the wonderful Fall Conference they put together. Also want to thank TCNJ for hosting us two years in a row now.

- Fall Conference Discussion:
 - Al-Lateef Farmer: Keynote speaker was a concern in terms of what was spoken - possibly traumatic experience for students present. At some point there should have been a shift in the speech. Other than this, it was an amazing day.
 - We were close to the 400 capacity. Next year, we will look to see what we can do in a bigger place in terms of capacity.
 - Ruben Melendez: I did notice a lot of people leaving early. I would imagine people who came with students probably wanting to be back on campus by 5 or 6. Maybe something to think about cutting it off a little early.
 - Christine Millien: I disagree. I think it was a perfect time. It's very unprofessional to leave early. I think this is something that we need to constantly tell our professionals - don't leave early at conferences and rob students of the experience.
- We need to get the Strategic Plan out by December 15th. What I would like to do now Flor is send out an email Monday morning for the virtual Town Hall on Friday. Take some notes and let us know what you all would like to release to them during our virtual town hall meeting.
- We are trying to work with HESAA so that they can do a half day training on the new FAFSA.
- February 9th is an issue because that is our board meeting at RCBC. We will need to push the meeting back a week most likely because that is the date OSHE picked based on feedback from a survey that we sent out.

b. Vice President

- Taruna Chugeria has stepped down as Public Research Sector Rep.
- Budget Update
- EOFPANJ Townhall scheduled for 12/15
- [Committee Form](#): Receiving forms, we need committee chairs
 - Al-Lateef Farmer: Faheed, can you put a bug in Dr. Walker's ear to see if someone from there can be a Co-Chair to CTI?
- Arrigo Rogers: Setting up a new EOFPANewJersey email for Kim
 - Getting the information added to our website
- Shared Drive: Connected with Alex in creating a Shared Drive
 - Transferring old drive to new drive/Started downloading files
- Transition [document](#) created
- Men of Color Initiative: BBCB Summit: Applicants so far. March 6-9, 2024
 - Barber Shop event @ Stockton University 11/21
 - Tentative Dates: Leadership Summit- March 28, 2024 @Kean University/
Interrupters Symposium Mercer County College May 3, 2024
- Table-toppers ordered: <http://proof.plaquemaker.com/proof22/Q100445n.jpg>
- [Paid status- membership](#)

c. Parliamentarian

- Review of Amendments - Article IV
 - Section 1 – Process
 - 1.1 Any active member of this Association may present amendment(s) to the Constitution to their respective sector representative or a member of the Executive Board.
 - 1.2 All amendment(s) must be turned over to the respective sector of the member making the amendment request, which must approve the amendment(s) by a majority vote.
 - 1.3 All sector-approved amendment(s) must be turned over to the Executive Board, which must approve the amendment(s) by a majority vote.
 - 1.4 All approved amendment(s) to the Constitution will be presented at the next scheduled General Membership meeting.

- Section 2 – Approval
 - 2.1 Motions for all approved Constitution amendments are presented to the General Membership body. Due to the act that the motion has been received by the Executive Board members, a vote of confidence is given. The vote of confidence is a simple majority vote that allows for the motion to be discussed and brought up for final approval. The voting down of the motion at the vote of confidence turns down the motion, and no further action can be taken on this motion unless the process is conducted again at the next General Membership meeting.
 - 2.2 Once a motion has passed the vote of confidence, a discussion by the EOFPANJ members will be conducted on the positives and negatives of the motion, which is facilitated by the parliamentarian.
 - 2.3 After the discussion, which will be moderated by the parliamentarian according to Robert’s Rule of Order (latest edition), a final vote will be taken. For the motion to officially become an amendment, a (2/3) two-thirds vote of the Executive Board is required for its approval.
 - 2.4 The president has the power to veto the amendment. A (3/4) three-quarters vote by the Executive Board is required to overturn the veto.
- **Items to be Voted On:**
 - Amendment Proposal: Article II - Membership
 - 2.5 A member in good standing is defined as an EOF professional staff member who is a dues-paying member *change to 2.5 A member in good standing is defined as an elected Executive Board member, or an EOF professional staff member who is a dues-paying member; Executive Board members are still required to pay dues, but can conduct association business while awaiting processing of dues payment.*
 - **Comments:** John Marshall: What happens when we have open seats and we appoint? **Liz O’Brien:** Can it just be an Executive Order? **Ruben Melendez:** We can take it out. Because again, depending on the roles, some people are not voting members. **Liz O’Brien:** My only concern or question is because there is no timeline or deadline. I understand that for campuses it is a process, but should there be a timeline? **Ruben Melendez:** I thought about this. Technically, they should be following the rules like everyone else in the Association or whatever is established. **Christine Millien:** Maybe we could do it where they have to pay by the deadline, but if they don’t get it out in time, they cannot be on the Board. **Ruben Melendez:** We have that now.

Motion to accept Amendment Proposal as written:

Moved by Liz O’Brien

Seconded by Christine Millien

Comments/Questions: None

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

Motion Passed

d. Treasurer’s Report - Not Present - Information taken from submitted report - Table

- Information Only
 - New Bank of America Debit Card received.
- Report Summary
 - New Jersey City University - Payment for registration for 2 students for the 2023 AESNJ/EOFPANJ Fall Conference via PayPal: \$200 (fees - \$5.98) = 194.02.
 - Arrigo O. Rogers Memorial Scholarship Award donations for November: \$96 (Funds will be transferred to scholarship account prior to end of December 2023).

- Arrigo O. Rogers Memorial Scholarship Award donations thru December 5th: \$123.06 (Funds will be transferred to scholarship account prior to end of December 2023).
- Renewal Memberships – Following institutions received payment email
 - Hudson County Community College
 - Rowan College of South Jersey (Cumberland Campus)
 - Georgian Court University
 - Rutgers, The State University of New Jersey
 - Salem Community College
 - Ramapo College of New Jersey
 - Rider University
 - Bergen Community College
 - Caldwell University
 - Monmouth University
 - Montclair State University (Bloomfield Campus)
 - Sussex County Community College
 - Rowan College of South Jersey (Gloucester Campus)
 - Seton Hall University (EOP & PMPDD)
 - Middlesex County College
 - Rowan College of Burlington County
 - Rowan University (Glassboro)
 - Rutgers University (Newark)
- Business Accounts
 - Arrigo Rogers - \$25.00
 - EOFPANJ - \$9,626.17
 - EOFSAA - \$1,607.42
 - Savings - \$1,586.89
 - PayPal Balance - \$3,666.39

e. Financial Secretary

- Membership Dues
 - Rutgers Camden: \$330
 - Camden County College: \$330
 - TCNJ: \$495
 - Passaic Community College: \$1,100
 - Atlantic Community College: \$165
 - Ocean County College: \$330
 - Montclair State University: \$495
 - Fairleigh Dickinson: \$495
 - Kean University: \$770
 - Membership Total Checks: 9
 - Total Amount Received: \$4,510
 - Membership Checks To Date: 27
 - Total Amount Received To Date: \$12,260
- Other Checks Received:
 - Department of The Treasury: \$112,300 - Special Projects
 - Department of The Treasury: \$188,827 - Special Projects
 - Department of The Treasury: \$15,000 - Special Projects
 - Department of The Treasury: \$32, 554.37 - Directors Summit
 - Department of The Treasury: \$52,900 - Fall Conference
 - Georgian Court University: \$125.50 - Fall Conference
 - Rutgers Newark (SAS): \$251 - Fall Conference
 - Rutgers Newark (SEBS) 4 250 - Fall Conference

- Rutgers Camden: \$500 - Spring Conference
- Rowan College South Jersey: \$251 - Fall Conference
- Rowan College South Jersey: \$148 - Fall Con
- Monmouth University: \$251 - Fall Conference
 - o Other Total Checks: 12
 - o Total Amount Received: \$403,357.87

Motion to accept Financial Secretary's Report as submitted:

Moved by Liz O'Brien

Seconded by Florangel Cabrera

Comments/Questions: Al-Lateef Farmer: There is still one more check that we are waiting on which is CTI.

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

Motion Passed

f. Corresponding Secretary's Report

- Information Only - Received 20 checks as of December 8, 2023
 - OSHE (5)
 - Atlantic Cape Community College
 - Camden County College
 - Fairleigh Dickinson University
 - Georgian Court University
 - Kean University EOF
 - Monmouth University
 - Montclair State University
 - Ocean County College
 - Passaic County Community College
 - Rowan College at South Jersey (2)
 - Rutgers University- Camden
 - Rutgers University-Newark SAS
 - Rutgers University-New Brunswick SEBS
 - The College of New Jersey
 - Total: **\$407,867.87**

Motion to accept Corresponding Secretary's Report as submitted:

Moved by Liz O'Brien

Seconded by John Marshall

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

Motion Passed

g. Public Relations Officer

- **Website:** Edits made: About us page updated with all new headshots from those submitted (elections chair, kim quick—do I add those?) , added Arrigo scholarship drive flier with link to paypal. Figured out how to add a password protected page just need to actually do it and see if it works —will add emergency fund and minutes access here (is there anything else that should live here?)
 - Ruben Melendez: Yes, put Kim on there. She would be under Member-At-Large.
 - Kim Quick: In the past we have added the Arrigo Rogers winners on the website, is that going to continue? Marie Sanjurjo-Lopez: Yes.
- **Social Media:** Began the information gathering process for the Meet the Director's campaign, positive response=3 emails bounced back, (two rutgers-pharmacy & RWJ, Stevens), 10 responses so far—will begin creating the infographics over winter break , the goal is to begin posting in mid-January and have the campaign complete by spring conference.

h. AESNJ

- Information Only
 - Taking a nap
 - Total Fall Conference Attendance:
 - Ran Fall Conference Feedback Meeting
 - Workshop feedback was very positive, especially in the morning.
 - Areas of growth, we basically talked about before, the keynote speaker. Overall, we need to have clear goals.
 - Regarding attendance, can you confirm who actually showed up to the conference.
 - Last issue was accessibility issues. Moving forward we need to make sure that to have much accessibility first and a designated person so that they can monitor the registration just for that.
 - **Comments/Questions:** Natalie Quinones: Our generation of students don't always want to network with each other. And so, that's feedback that I heard. I know we kind of have things preset over the years but having something to teach them how to network. Because oftentimes they stick to themselves.
- New Business:
 - Upcoming Possible AESNJ Initiatives:
 - EOF Society Information Sessions for Professionals and Students
 - EOF Ambassador Connection – Advocacy, Day at the Capitol
 - EOFSAA Mentoring Program
 - EOF Awareness Month – Marie, can we collaborate with you to create student videos?
 - Creating 2024 Fall Conference Committee
 - Sector Reps, would you like us to combine our EOF Society information sessions with your sector meetings, or run them separately?

i. Statewide Recruitment Ambassador Initiative

- No report.

j. Sector Reports

- **Community College**
 - No report.
- **Independent** - Jose Rodas - North
 - Information Only
 - I attended the Fall Conference this past Friday and met with some of the universities I represent. I was able to see what feedback they had, and they are looking forward to seeing what ideas we have.
- **Independent** - Liz O'Brien - Central/South
 - No report, but she did touch base with Rider.
- **Public Research Sector Representatives** - Lissette Herrera
 - We had a workshop called "Reinventing Your Life by Redefining Your Identity". We had 12 people who attended.
 - I was going to have a second meeting at the Fall Conference but I was not able to attend.
 - This is not for the research sector, but there is another financial workshop coming up for next Friday.

- **State College and Universities** - John Marshall - South
 - Scheduled meeting with State Sector North rep to discuss State Sector meeting.

- **State College and Universities** - Natalie Quinones - North
 - Held Advocacy Initiative meeting with President, Vice President, MAL Special Projects Manager, and Danielle Jones (former EOFPANJ Government Relations).
 - Discussed avenues to explore and remain non-partisan
 - State Sectors (John Marshall and I) will meet on January 9 to brainstorm and plan.
 - Email to be sent out for scheduling meetings with institutions

- **Members-At-Large**
 - Initiatives - Christine Millien
 - EOFSAA & EOFPANJ Holiday Party
 - i. Next Friday, December 15, 2023 | Echo Tap & Grille in Mountainside
 - ii. We will also promote the Arrigo Rogers Scholarship.
 - iii. Collecting items for raffle baskets.
 - Queer, Here, Loud, Proud, Free
 - i. The retreat will be held in April as an overnight experience.
 - ii. We need volunteers to assist with the planning committee (currently led by Nakiya Santos).
 - WOCI:
 - i. Retreat: Friday, February 2, 2024 (date change)
 - ii. Mercer County Community College
 - iii. We do need volunteers to help with this initiative.
 - iv. Theme: LovingHER (Healing, Evolving, Redirecting) - Series of workshops focused on self-love, relationships, understanding therapy, yoga/mediation and more.
 - Save the Date will be ready for Monday 12/11
 - Conference: April 12-14, 2024 (Tentative)
 - Looking into hotels in central NJ.
 - Theme: WomenUp (Play on the idea of “Man Up” - Focus on inspiring women on the power of voice, particularly during a major election year EOFPANJ Conference
 - Looking for workshop presenters to present on the topics of High Touch, High Tech, High Impact.
 - Remember to register! Last day to register for rooms is late January.
 - Co-chairs are making edits to the budget to resubmit for approval by Dr. Carter.
 - **Comments:** Al-Lateef Farmer: While we are on the subject of Spring Conference, one of the keynote speakers, Dr. Carter has rejected the amount and has made it known if the Association decides to pay, it’s okay but the State will not be able to pay that amount. We are scheduled to meet with the Co-Chairs at 1 PM today to discuss that and the budget. **Hema Patel:** Could I offer a little bit more information? Dr. Carter is concerned about the cost of speakers that have been proposed. So I would say, for the fall conference we did approve a speaker that was about \$5,000. So if you want to put \$5,000 of OSHE funds and you end up covering \$10,000 that may be something that you could make work. Or if that speaker is doing

workshops or additional things other than getting paid \$15,000 to speak for half an hour. That's the kind of difficulty that he had. But I want you to keep this in mind for your other events as well. And that includes everyone that has Special Projects funds. That is a concern that could be flagged in your expenditure report. As far as Gear Up, I do recommend that you do something on your registration form that allows people to indicate that they are Gear Up. Dr. Carter also recommended that you set the spring deadline early for the OSHE sponsorship then can be funneled. That those funds can be funneled toward Gear Up professionals or additional staff members from other institutions that would like to utilize more OSHE sponsorships. **Christine Millien:** So for the Gear Up sponsorships, I want to think in the initial report that gave the budget it identifies EOF campuses. So if we're covering the sponsorship within the OSHE budget for Gear Up professionals, does that mean we're getting additional money or is it in the allocated budget already. **Hema Patel:** Dr. Carter just sent an email saying that if there are some extra Gear Up people that are going to register, we may be able to cover those additional funds, but when you say EOF OSHE sponsorship, all Gear Up professionals can use OSHE sponsorship as well. And not every school has a Gear Up program. Only 8 schools. **Ruben Melendez:** Will there be vendor tables at the conference and do you know how many? **Christine Millien:** Yes and no. They are charging us I think \$50 for setup.

- Assessments - Khayriy Tilghman
 - o Information only
 - i. I am working with Nakia from NJCU. She just let me know and Christine just touched on it, she has more funding for Queer, Here, Loud and Proud programming. Moving forward, I am going to be working with her on assessing what the needs are and creating forms that can go out to help replicate this should she get it again next year or the year after.
 - ii. For the Fall Conference, that's the more recent event that we had, we've got 88 responses so far. On Monday, it would have been sent out through email for about a week at that point. The response rate was fairly low on the day of due to half of the attendees leaving before the keynote which was before we sent out the survey. I am going to talk to Chrysten and Alan to do one more push through email to see if we can get that up a little bit more. I will have a formal report once more responses come in. Some highlights of it, half of the professionals are fairly new to EOF between 0 to 2 years so that can help inform how we can try to recruit more senior staff to come or help with the workshops and things we want to have during the conference. About 70% of the student population were freshman and sophomores - mostly second year.
- Emergency Funds - Viviana Zambrano
 - o EAF Committee Members - If needed deciding vote will be Terrence.
 - i. Tieka Harris- The College go New Jersey
 - ii. Kristina Jones- Kean University
 - iii. Anna Samedra- Mercer County Community College
 - iv. Kevin Ageymon-Brenfo- Montclair State University
 - v. Viviana Zambrano-Kean University

- o We received one request this week. The committee will be voting on the request in the upcoming days.
- o The board needs to vote on when to close the form for the semester and when to reopen it for Spring 2024.
 - i. *Proposed dates-*
 1. *Fall 2023, Close- December 15th (close)*
 2. *Spring 2024, Open- January 2nd (reopen)*
 3. *Spring 2024, Close- May 3rd (close)*

Motion to accept the proposed dates as submitted:

Moved by Ruben Melendez

Seconded by Dr. Debora Rivera

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

Motion Passed

- Technology - Dr. Alex Delgado
 - o No Report

k. EOFSAA

- Information Only
 - Last Event of the Year – December 15 – Annual Holiday Party – Echo Tap & Grille in Mountainside NJ
- New Business
 - Recruitment for 2024-2025 positions open - please help share website with position descriptions- flier to come - requesting EOFPANJ to email their membership.
- Next Meeting
 - 12/14/23
- **Comments:** Al-Lateef Farmer: We are looking for a working group between EOFPANJ and EOFSAA. I am looking for volunteers - I am looking at you John. Outside of John, Alan as well.

l. New Business

- **Al-Lateef Farmer:** Andre proposed this to me via email. Joshua Freidenburg from Circle of Change, reached out to us about helping to promote their first generation student college career leadership experience which is happening April 12 - 14 in Miami. We will send the information out but Andre also suggested to see if it was possible to send an EOF representative - a small group of students and professionals to attend. Something to consider as we go into break.
- **Terrence C Harris:** Asked a question to Hema about using state funds in another state. **Hema Patel:** The only conferences we approve are Special Projects with EOFPANJ. I would recommend that you propose it to Stephanie first.

m. Announcements/Comments: None

n. Next Meeting: Friday, January 12th, virtually

Adjournment

Motion to adjourn meeting by Ruben Melendez

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