

**EXECUTIVE BOARD MEETING MINUTES**

BOARD MEETING DATE: February 9, 2024

LOCATION: Rowan College at Burlington County

OFFICE/COMMITTEE: Recording Secretary

COMMITTEE MEETING DATE:

PERSON(S) SUBMITTING FORM: Dr. Debora Rivera

**I. Call Meeting to Order at 10:20 AM**

**II. Roll Call**

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

**Present:** Dr. Andre Turner, Ruben Melendez, Lissette Herrera, John Marshall, Alan Manzueta, Arthur Horn, Natalie Quiñones, Jose Rodas, Terrence C Harris, Liz O'Brien, Chrysten Colacicco, Christine Millien, Florangel Cabrera, Ivory Luke, Dr. Jenice Sabb-Dumas. **From OSHE Team:** Hema Patel, Peter Collazo **Absences:** Viviana Zambrano, Khayriy Tilghman, Marie Sanjurjo-Lopez, Faheed Wasington, Johanna Romana

**III. Adoption of 2023 February Executive Board Minutes**

**Motion to approve the 2023 February Board Meeting Minutes:**

**Moved by Christine Millien**

**Seconded by Arthur Horn**

**Comments/Questions:** None

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

**Motion Passed**

**IV. Approval of Agenda**

**Motion to approve the meeting agenda:**

**Moved by Florangel Cabrera**

**Seconded by Christine Millen**

**Comments/Questions:** None

**Vote: 13 (Y), 0 (N), 1 (Abstention)**

**Motion Passed**

**V. Old Business - Terrence C Harris**

- a. Previous question - Ida - Independent Director Support Group?

- b. From Chat - Are Board members covered for the Spring Conference?
- c. Treasurer's Report - Conferences? Money into that.

## VI. EOFPANJ Reports

### a. President

- Expressed words of appreciation and thanks to the Board for their work.

### b. Vice President - Information Only

- Thank the Spring Conference committee- Putting in the work.
- Recognize Ruben and Marie for their work with the Vendors Initiative.
- Committees: Should have made outreach (email/meeting)

[https://docs.google.com/spreadsheets/d/1sizm4Gs2jNsemGYrgxPFqVFMHn5DrIc1SzmPcYudw\\_g/edit?pli=1#gid=731704178](https://docs.google.com/spreadsheets/d/1sizm4Gs2jNsemGYrgxPFqVFMHn5DrIc1SzmPcYudw_g/edit?pli=1#gid=731704178)

### c. Parliamentarian

#### ● Section 8 - Fund Development Committee

- 8.1 The Fund Development Committee should consist of a minimum of (6) six members, including representation from EOFSAA and AESNJ.
- 8.2 The Fund Development Committee will support all schools with EOF Programs by awarding scholarships to students who meet EOF requirements.
- 8.3 The Fund Development Committee will take on a leadership role in planning and coordinating revenue-generating strategies.
- 8.4 The Fund Development Committee will determine every year how much money will be raised for the coming year, through annual fundraising, gifts solicited by mail, gifts solicited by telephone, major gifts, board of directors gifts, unsolicited, corporate gifts, special events, and in-kind gifts.

#### ● Section 10 - Membership Committee

- 10.1 The Membership Committee should consist of a minimum of (5) five members and shall be chaired by the financial secretary.
- 10.2 The Membership Committee will explore membership types and benefits of membership.
- 10.3 The Membership Committee will update and maintain the Association's directory.
- 10.4 The Membership Committee shall promote and look to enhance Association membership.

### d. Treasurer's Report -

#### ● February's Report Summary

- Business Accounts as of February 8, 2024
  - o Arrigo Rogers - \$292.12
  - o EOFPANJ - \$371,897.61
  - o EOFSAA - \$1,497.84
  - o Savings - \$1,586.95
  - o PayPal Balance - \$13,196.88

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

**Moved by Dr. Debora Rivera**

**Seconded by Christine Millien**

**Comments/Questions: Ruben Melendez:** I would like to recommend that some of that money goes toward the Arrigo Rogers Scholarships. It's part of what we put into advertisements. The vendor money helps with revenue and pay for scholarships. I think it would be good to benefit the students directly through these scholarships. I know that the budget committee makes these kinds of decisions, but I wanted to put out my suggestion. **Al-Lateef Farmer:** I agree with that request and the money should go to Arrigo Rogers and the Emergency Fund. **Terrence C Harris:** Once Christine gives her

report, we will vote on what she is asking for and then the remaining balance can go to Arrigo Rogers and Emergency Fund.

**Vote: 13 (Y), 0 (N), 1 (Abstention)**

**Motion Passed**

**e. Financial Secretary's Report**

- Table report for next meeting.

**f. Corresponding Secretary's Report**

- Checks were received from the following institutions as of February 9, 2024:
  - Centenary University
  - Hudson County Community College
  - NJIT
  - Saint Peter's University (2)
  - Stockton University

**TOTAL: \$2,445**

- Additional correspondence
  - Bank of America Account Summary
  - RCBC 1099
- The details related to the checks will be included in the Financial Secretary or Treasurer's Report.

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

**Moved by Dr. Debora Rivera**

**Seconded by Christine Millien**

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

**Motion Passed**

**g. Public Relations Officer**

- Social Media
  - Meet the Director's Campaign launched—will post a few each day until the conference—not every director responded—reached out to sector reps to help push.
    - Comment: **Terrence C Harris**: Sector reps please reach out to your Directors.  
**Ivory Luke**: Is there a list of directors who have not reached out yet? **Natalie Quiñones**: I can share the list with you.
- Website
  - Working on advertisements for resources page.
  - Want to create WOCI page.

**h. AESNJ**

- EOF Student Advisory Committee Meeting - Wednesday, February 21 at 3:00 via Zoom
  - Email was sent out
  - Please recommend students for the committee
  - Three students per institution is ideal
  - Students will have the opportunity to brainstorm ideas and work with us to implement our budget
  - If you have any initiatives you would like us to announce, please let us know. I'll send out a GroupMe message as well.
  - Please feel free to join us at the advisory committee meeting, especially if you'd like to

announce an initiative yourself.

- We will be presenting at the Spring Conference on starting an EOF Student Organization and increasing student involvement.
- With the Government Relations Committee, and with the students' recommendations on the committee, we will be implementing an advocacy piece to the Student Advisory Committee
  - Likely students will be emailing legislators.
- **Question:** John Marshall: When recruiting students, one question that they will ask is what are we going to do. Can you send us the information that we could use when answering those questions? **Chrysten Colacicco:** I did create a form that you can send to students and I emailed that out to everyone. **Hema Patel:** We feel that having a student speaker for the grad ceremony would be ideal. Instead of sending a blast email to everyone and asking people because it will be a lot to go through, maybe we can go through the AESNJ base leaders that are graduating this year that would like to speak on behalf of the student body for maybe two minutes. If you feel you have any candidates please send them my way.

**i. Statewide Recruitment Ambassador Initiative**

- I have been working on sending out information to high schools and hopefully we are on the calendar for next year and set up some sessions.
- I will be at the conference so I will be walking around talking to other professionals and letting them know what has been going on with the Ambassador's Program and see how we can utilize their campus resources.
- Also working to continue to promote the graduation ceremony. I am in the process of sending emails. Working on the Blip Boards to recognize our graduates.

**Meeting paused at 10:59 AM for FAFSA Webinar**

**Meeting resumed at 12:32 PM**

**j. Sector Reports**

- **Community College** - Ivory Luke
  - No report
- **Independent** - Jose Rodas - North
  - With the start of the Spring 2024 semester, I wanted to start a theme for the next few months. I want to start monthly meetings during lunchtime (12:00-1:00pm) and discuss/share advising practices. Specifics topics to be announced based on the advising article. Just curious about your thoughts
  - The proposed dates are as follows:
    - Wednesday, February 7, 2024
    - Wednesday, March 6, 2024
    - Wednesday, April 3, 2024
    - Wednesday, May 1, 2024
- **Independent** - Liz O'Brien - Central/South
  - Still waiting on a confirmation of a meeting that hopefully will happen next week.
- **Public Research Sector Representatives** - Lissette Herrera
  - Finalized Financial Friday's. I will send an email to Florangel about that.
  - I did send an invitation to GroupMe for us to set up a time to meet as sector reps. I was thinking if we could meet prior to the Board meeting on Friday. **Natalie Quiñones:** To me prior to the Board meeting would not be realistic. Maybe try sending out a link again because I don't think everyone got the chance to join GroupMe. **Lissette Herrera:** Would

you be able to stay after this meeting? **Dr. Andre Turner:** We would not be able to do stuff before or after the meeting because people are traveling. **Lissette Herrera:** Okay, not a problem. **Terrence C Harris:** What would these meetings be for? **Lissette Herrera:** Trying to look at our workshops and what we can collaborate on since most of these workshops are virtual. **Christine Millen:** I know the sector reps are working together to support each other's initiatives, aren't the sector reps supposed to be working individually as well? So, even if you can't work collectively, like schedule meetings with your own sector as well? Because then it becomes an EOF Board meeting with everyone. **Lissette Herrera:** That is fine too. We are just trying to make it easier for us as well. We are supposed to have one activity that we do all together as sector reps. **Liz O'Brien:** I know I brought it up before about creating a calendar for all of our different things that we have - not just the sector rep meetings. **Terrence C Harris:** Hema actually asked for something similar. We are working on it. **Ruben Melendez:** Answered Christine's question regarding the role of the sector reps based on the constitution. **Lissette Herrera:** Emphasize that she was only referring to the collaboration of workshops and not whole group sector reps meetings.

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

- Participated in the State Sector Meeting along with State Sector North Rep. Discussed upcoming expectations with multiple schools. Will reschedule a meeting with Stockton college for a date that works better with their campuses.
- During the meeting we also discussed things that the Government Relations committee is doing and looking to get support from both staff and students. Staff are looking for training / meetings around Student Success Programs and what others are doing across their campuses. Also looking for the possible creation of a comprehensive summer program calendar / document (PULSE, Seton Hall Law Prep, etc.).

● **State College and Universities** - Natalie Quiñones - North

- State Sector Meeting (John Marshall and I)
  - o Wednesday, February 7, 2024 at 10 am
    - i. NJCU, RCNJ, TCNJ & WPU were in attendance.
    - ii. NJCU doesn't use Google. Do we have plans on getting a Zoom account?
    - iii. Ideas for Sectors:
      1. Mental Health, CPR, Life Saving Trainings
      2. Academic Support (Tutoring), Career Exploration
      3. Recruitment Strategies - provide a comprehensive list of programs (PULSE, Seton Hall Law, etc.)
      4. Networking/Support Groups - have open sessions for professionals to share ideas on specific topics
      5. Workshops/Trainings on how to level up into a manager or professional advancement (tips/tricks)
  - o Governmental Relations Committee
    - i. Met on 2/2/24 & 2/8/24
      1. Portia created a lobby letter template
      2. John and I will meet with OSHE to identify areas to advocate on
      3. Chrysten is developing student-led groups to do parallel projects.
      4. The committee wants to create a toolkit to empower EOF and make it more user-friendly.

- ii. Met with NJ Black Empowerment Coalition (NJBEC) to establish a community partnership with NJBEC and the NJ League of Women Voters
  - 1. Tomas Varela, Executive Director, will host a virtual workshop to help the EOF community prepare to speak with their legislators.
  - 2. March 5, 2024, is National Advocacy Day
  - 3. I will follow up on a date
- iii. NJBEC & NJ League of Women Voters
  - 1. Spring2024: Know Your Power Series
  - 2. 2/13 at 6 pm - Introduction to Organizing
  - 3. 2/21 at 6 pm - From Ideas to Law: The Activist's Role
  - 4. 3/12 at 6 pm - Understanding the State Budget Process
  - 5. 3/19 at 6 pm - Understanding NJ Local Government
  - 6. 4/16 at 6 pm - Understanding Local Schools Boards
  - 7. 5/1 at 6 pm - Voter Registration
  - 8. 5/16 at 6 pm - No Voter Left Behind: GOTV

● **Members-At-Large**

- Initiatives - Christine Millien
  - o Day at the Capitol
    - i. Submitted a request to host the event on Thursday, March 21, 2024
      - 1. Still have not heard back from the State house. I may need assistance with outreach.
  - o WOCI:
    - i. Retreat: Friday, February 16, 2024
      - 1. Mercer County Community College
      - 2. Registration is full
    - ii. Conference: April 12-14, 2024 | Delta Woodbridge Hotel
      - 1. Registration was sent out 2/8/24
  - o EOFPANJ Conference
    - i. Registration is now closed, reached capacity.
    - ii. Pre-Conference Registration will be sent out today 2/9
      - 1. Will include donation information about selected non-profit (Covenant House).
    - iii. Time will be allocated on Wednesday, 2/27 for OSHE Updates and sector meetings.
    - iv. Refunds:
      - 1. Conference registration for Kismet Hampton, Ref#14496490 & Tahj Burnette Ref#14496455 - Received OSHE Sponsorships after payment.
        - a. The method of payment was check# 90789797
      - 2. Valerie Yartey (Rutgers Newark) - Received OSHE Sponsorship after payment
        - a. Method of payment was PayPal
    - v. Items to be Voted On:
      - 1. Request for EOFPANJ to financially support the conference by covering the cost of taxes, not to exceed \$5,500.00.

**Motion to request for EOFPANJ to cover the cost of taxes not to exceed \$5,500 for the spring conference :**

**Moved by Liz O'Brien**

**Seconded by Dr. Andre Turner**

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

**Motion Passed**

vi. Spring Conference Schedule at a Glance

1. Al-Lateef Farmer will provide the welcome.
2. Terrence C Harris will provide Board updates.
3. Add an hour to Tuesday - Tuesday welcome will include updates from the Board. **Terrence C Harris:** All tentative because we need to reach out to the hotel.
4. Friday - Change the name of the event
  - a. Comments/Questions: **Hema Patel:** I am a little concerned about your OSHE updated and sector meetings. I don't think that is enough time for people to leave one room and then go to another and have significant time to meet. I also don't see where the Board addresses everyone like the business meeting. It lets the body know what is going on and what you are doing and what the money situation looks like. I recommend 3-4 for OSHE updates and move sectors to 4-5. **Christine Millien:** I will look into that. That is also within the space of the hotel. **Ruben Melendez:** Can we add the vendor information somewhere in the booklet? **Christine Millien:** Yes. **Ruben Melendez:** Thanked Marie for putting a landing spot for the vendors on our website. We will have 12 tables on Wednesday and 8 vendors on Thursday. Collectively, we will generate approximately \$4,000.

- Assessments - Khayriy Tilghman
  - No Report
- Emergency Funds - Viviana Zambrano
  - No Report
- Arrigo Rogers Scholarship - John Marshall on behalf of Kim Quick
  - Kim lost a sister last week therefore she was not able to make it today.
  - They are in the process of confirming the final applicants. They will know by next week who the applicants are.
- Technology - Dr. Alex Delgado
  - No Report

k. EOFSAA

- Information Only
  1. Major Goals Projects
    - a. Spring T-Shirt Sales
  2. Items to be Voted On:
    - a. Updating Finances:
      - i. Need to transfer \$110 to EOFSAA account from Tammy's account for fundraising funds from Holiday Party – please advise how/where?

l. New Business

- None

m. Announcements/Comments:

- None

**n. Next Meeting: Friday, March 8th, Rowan College at Cumberland County**

Adjournment

**Motion to adjourn meeting by Ruben Melendez**

**Motion Passed by Unanimous Decision in Favor of Adjourning at 1:52 PM**