

EXECUTIVE BOARD MEETING MINUTES

BOARD MEETING DATE: January 12, 2024

LOCATION: Virtual

OFFICE/COMMITTEE: Recording Secretary

COMMITTEE MEETING DATE:

PERSON(S) SUBMITTING FORM: Dr. Debora Rivera

- I. Call Meeting to Order at 10:11 AM
- II. Pay respects to Patrice Carter (Passaic EOF) and Andrea Mendoza (Ramapo EOF Scholar)
- III. 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 Quinones, Jose Rodas, Terrence C Harris, Liz O’Brien, Chrysten Colacicco, Faheed Washington, Marie Sanjurjo Lopez, Christine Millien, Florangel Cabrera, Ivory Luke, Johanna Romana, Khayriy Tilghman, Viviana Zambrano, Dr. Jenice Sabb-Dumas. **From OSHE Team:** Hema Patel **Absences:** Al-Lateef Farmer, Dr. Alex Delgado

IV. Adoption of 2023 December Executive Board Minutes
Motion to approve the 2023 December Board Meeting Minutes:
Moved by Liz O’Brien
Seconded by Marie Sanjurjo Lopez
Comments/Questions: None
Vote: 13 (Y), 0 (N), 1 (Abstention)
Motion Passed

V. Approval of Agenda
Motion to approve the meeting agenda:
Moved by Liz O’Brien
Seconded by Christine Millien
Comments/Questions: None
Vote: 14 (Y), 0 (N), 0 (Abstention)
Motion Passed

VI. Old Business - Terrence C Harris

- a. Happy New Year to everyone from the President and myself. Hopefully you had a great holiday season. Had some time to rest and step away from your daytime job and your duties on the Board. We are all back and refreshed and ready to continue and end this year's term and start our next term off right.
- b. Secondly, we had a few questions posed from the community that I would like to answer now. First question is will there be professional workshop opportunities for admin positions? Anyone from the Board please feel free to comment, but I was going to mention that we have our Director's Summit coming up at the tail end of this semester. We will have our 3rd Annual Interrupter's Symposium. The Spring Conference at the end of February where we will have workshops for professional EOF staff. CTI for the Counselors will be in June. **Ruben Melendez:** Mr. Harris, I think Ms. Rosa Perez from Hudson is specifically looking for administrative staff, such as professional development to help them in their role. Rosa, am I saying that correctly or did you want to elaborate? **Rosa Perez:** That is absolutely correct. Thank you for acknowledging my little notes. So in the past, yes we have always acknowledged the front staff individuals - program managers - folks that are usually the frontline who meet with students. I can speak for myself - I like to always be up to date with the policies and regulations. I like to participate in any committees that the Association has when we go to the conferences. I also like to volunteer my time and for networking purposes too because I think that when our students meet the front staff that is when the student is going to decide is this program for me or not even before they get into the interview process, documentation process because if that front staff person is making the student comfortable enough, and knows what they are talking about the EOF program, it will help your area and your program. I don't want us to forget about the folks that hold the fort. **Terrence C Harris:** Off the top of my head, I don't know of any particular opportunities for admin staff but that is something we can definitely work on. If it's too late for the fall conference then in other state opportunities that we have this upcoming semester that we can work on specifically for admin staff. **Christine Millien:** In my opinion too, a lot of the workshops we have are relevant to admins. Because I am one of the admins, I think that we are people who have to kind of know it all. So we have to learn a little bit about how to communicate with students. Like Rosy just mentioned, a little bit about how to communicate with students. We're the front line, so they come and talk to us. I think that although at times, maybe it's the marketing and how we present things, it looks like it's geared toward directors and counselors. Obviously CTI and Director's Summit is particular to those things, but I do think that a lot of things that we currently have like the workshops within the conferences and things like that - Lissette was hosting the Friday workshops. A lot of the things we currently have are relevant to all professionals. So maybe we just need to do a better job at saying that and also encouraging and uplifting the fact that admin staff do matter and obviously this is a bigger conversation that I know some people in EOF may not encourage admin staff to attend things like the conferences and things like that. I am fortunate to have had directors who allow me to attend these conferences, but we should be encouraging admin assistants also to attend spring and fall conferences. Also, if you ever have a desire to learn about a specific aspect, mention those so we know what to have for workshops because if we don't know or if there's not a question, we don't know. I held a workshop during last spring conference that was geared towards admins. So we definitely can do better. Better job in marketing it so that we know everybody in EOF matters to the mission of our programs. **Ruben Melendez:** I am happy that Rosy brought this to the Board because everything is correct that they are part of the Board, we do need to if they have a desire for any kind of training, they have the right to ask for it. **Hema Patel:** One of the things we rely on for the spring conference is for people in EOF to present best practices to other people in EOF. When we are presenting for counselors, other counselors are presenting. A good way to start off with getting those admin workshops is to have someone who thinks that they do a great job in greeting their students and managing all the administrative duties and the institutional duties that are involved in EOF and show other administrators best practices. That's one of the best ways we could do this. If you know of a program at this point, if you don't have enough RFP's, you're going to start doing outreach for people who do good jobs and certain things and maybe ask them to present - this could be one of the things you ask an administrative assistant to present. **Ida Tyson:** I wanted to announce if anyone does not know, GCU has filled the position for our first year recruiter and counselor. We registered our team for spring conference already, however, this person that was just added was not registered and OSHE as you know has gifted us with free registration for a limited number of our staff, I think only 3 and I was wondering if maybe you can

answer this question if there would be opportunity to add another sponsorship or if we're going to have to pay registration for that additional team member? **Christine Millen:** I don't mean to cut you off Hema, but I'm in charge of registration for Spring Conference, so if you could just shoot me an email. I'll look at what we currently have. We may or may not have additional sponsors available, but just send me an email. **Hema Patel:** Ida, our policy is that we offer those three registrations per institution. If all institutions don't utilize their full 3 then EOFPANJ manages a waiting list to see if additional registrations are possible. **Alan Manzueta:** I just wanted to add about the Women of Color events that happen during the year, but those professionals that come with their students, although it is designed for the students, they can benefit from these events as well. I have benefited before and brought back the information to my older staff here on campus. I just wanted to throw that out there. **Iris Espinosa:** I have two things. One is in reference to Spring Conference and the other to admin staff professional support. One, you were very kind and allowed us to use a sponsorship after we already had paid registration because we realized we needed a budget modification. Our budget is extremely tight and we're trying to utilize as much as we can to support the program. In doing so, we did reach out and it was requested that we use a sponsorship. The request was granted, our problem however now is trying to figure out the original check if it was actually cashed. So if someone can help me figure that out, it would be great because if it wasn't cashed, I could just do a stop payment. Secondly, Rutgers is having a very difficult time and is crunching down in regards to budgets and allowing individuals to go off campus for workshops and professional development. I have reached out a few times to individuals in charge of certain conferences or events to see if there was a remote opportunity but I never get an answer back. I was just wondering if the technology that we have can start thinking about opportunities, especially for my admin. I can't substantiate my admin leaving and staying at a hotel when our budget is so tight. But, I do want to support her professional development because she needs it. She is the heart of the program. She is a frontline staff member, but I can't pay for her to stay at a hotel. And it is too far for her to drive out from her current home. So, I just wanted to put that on everyone's radar. **Terrence C Harris:** As Christine said, she is working with the spring conference committee and we will try to incorporate some remote options for the spring conference. I think we can still get that done. And in the future, any professional development that we host. **Christine Millien:** I thought Iris that we responded to your email because I know you had emailed Enrique. I don't know to be quite honest about the spring conference. In terms of the hotel, the AV costs are astronomical. In order to be able to livestream and do things like that, it's not really realistic and also the logistics that come into having the workshops and live streaming from each space, it would be very expensive for us to be able to stream each thing. Also, in terms of some of our keynote speakers within their contracts they have asked us not to livestream or even to record their full workshop presentation just because they want to protect their intellectual property. **Iris Espinosa:** I completely understand and I'm not taking away from anyone's hard work, but maybe in the future we can start thinking about the possibility of developing webinars for certain cohorts in our professional programs, because it is getting down to the wire now and we have to be tight with every penny. Unfortunately, professional development is taking a hit. I will not be attending because I want to ensure that my staff is taken care of, but I do know in that one area we are weak. **Christine Millien:** Just to piggyback off of what you are saying Iris, I know we have the new Board and we have all the members within the sector reps - the sector reps are working on connecting with the individual institutions within their sectors. When they reach out to those sectors, I encourage you all to ask them what professional development that you all need as well because those can be more intimate groups. Unfortunately, I know a few sector reps haven't been hearing back as well as from the interest, so I would recommend reaching out to them too because we can host online workshops and things like that to engage our population beyond going to the conference. If anyone has any other questions about the spring conference, you can feel free to email me or I will talk about a couple of updates in my section as well. **Ida Tyson:** As you all know, I am a new director and I sent out an email to the directors of the independent colleges so that we can start a director's resource group. And I put that for us to meet either monthly or bi-weekly so that we can bounce questions off of each other, learn best practices and things like that. And I wanted to know if everyone knew about that within the independent sectors? And if you had questions to reach out to me about starting that resource group with directors of independent colleges. **Terrence C Harris:** I will table that question. We do have a report from our independent sector

reps. **Question from the chat:** Are Board members covered for the EOF conference or are they booking through the institution? **Ruben Melendez:** I would just comment, historically, institutions cover their own. Obviously we get some sponsorships, but to my knowledge, it has been covered by the programs and I think where we are financially, we definitely want to have the registration from as many people as we can. **Marie Sanjurjo Lopez:** When we book on the website, it doesn't have a price for Board members. **Christine Millien:** We can table that because as Terrence said, we need to talk to the President afterward about that.

VII. EOFPANJ Reports

a. President

- Terrence C Harris reporting out
 - He wanted to mention the spring conference coming up and he hoped that this meeting was to focus on making sure the spring committee and Christine had everything they needed.

b. Vice President - Information Only

- "Share Drive 2023-2025"- Add your files here, Create Folders.
https://drive.google.com/drive/folders/1nNzCA_S6Jh7gwO_Uk46U6n-Mt3BXt-VH?usp=sharing
 - Please begin to add your files here if it is pertinent for the whole Board to have access to it. This drive is temporary until we have our official drive created by our technology person.
- Committees:
https://docs.google.com/spreadsheets/d/1sizm4Gs2jNsemGYrgxPFqVFMHn5DrIc1SzmPcYudw_g/edit?pli=1#gid=731704178
 - Prior to the break, an email was sent out from myself to people who are chairing committees about reaching out to those who express interest in joining the committees. If you haven't made at least initial outreach to those individuals, please do so.
- EOFMOCI:
 - Black, Brown, and College Bound: Students identified and contacted. March 6-9 at Tampa, Florida.
 - 10 EOF students from across the state will be in attendance.
 - I wanted to mention that it was low registration, a low application pool of students who applied to even attend the conference. Not sure if it was sent out to all of the students from the respective institutions or if we need to do a better job of marketing opportunities like this, but we had 15 applications total for 10 slots.
 - Leadership Summit: March 28, 2024, Kean University. Save the Date 1/16/2024.
- Circle of Change Conference - April 12-14, Miami, FL. Send four (4) EOF students accompanied by the Immediate Past President. (The President mentioned the last meeting).
 - Communication will be sent out soon next week where students can go to apply for that sponsorship.
 - This will be co-sponsored by the Board and other ventures that he planned.
- Name plates were delivered
- Transition Document reminder
 - This document was created to update as things come along so when we are transitioning at the end of next year, that we have things to give to the new Board when they are elected.
<https://docs.google.com/spreadsheets/d/1Zpub4Nr1kxs2360luCsrGQWrqx6xHw9J/edit#gid=1748312400>

c. Parliamentarian

Article II

SECTOR AND REGION ORGANIZATION

Section 1 - Designation of Sector

- 1.1** Sectors will be comprised of four institutional categories: (1) State Colleges and Universities, (2) Community Colleges, (3) Independent Colleges and Universities, and (4) Public Research Universities.

Section 2 – Designation of Regions

- 2.1** Sectors will be divided into two regions: North and Central/South.
- 2.2** The North region will consist of EOF Programs geographically located in the following New Jersey counties: Bergen, Essex, Hudson, Hunterdon, Middlesex, Morris, Passaic, Somerset, Sussex, Union, and Warren.
- 2.3** The Central/South Region will consist of the EOF Program geographically located in the following New Jersey counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, and Salem.

Section 7 – Region Meetings

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

- For those of you who are new to joining the Board meetings, one of the new tasks of the Parliamentarian is to go over a section of the constitution every meeting so that we all know what we're supposed to be doing. So this month I am going over the sector and regions.
- The regions clearly define who is considered North and who is considered Central/South.
- The desire was for the regions to get together because there's a lot of transferring going on between the county colleges and the 4-year colleges. Also get together to collaborate and talk about whatever needs to be talked about. I know that there are schools who definitely get together and go to conferences together and things of that nature.
- In the constitution was the desire to have regional meetings at least once a year. To be honest, that has not happened. COVID threw a wrench in a lot of things. We always intended to, but that really never got off the ground. These can be virtual or in person. It's really up to the sector reps.
- The idea was for sector reps to get together to plan out regional meetings. It's another avenue to talk about what is relevant, sharing best practices and things of that sort.

d. Treasurer's Report -

- December Report Summary
 - New Bank of America card received.
 - 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

- o Rowan College of South Jersey (Cumberland Campus)
- o Georgian Court University
 - i. **Comment:** Ida Tyson: I would like that you change the EOF Director contact person to Ida Tyson please.
- o Rutgers, The State University of New Jersey
- o Salem Community College
- o Ramapo College of New Jersey
- o Rider University
- o Bergen Community College
- o Caldwell University
- o Monmouth University
- o Montclair State University (Bloomfield Campus)
- o Sussex County Community College
- o Rowan College of South Jersey (Gloucester Campus)
- o Seton Hall University (EOP & PMPDD)
- o Middlesex County College
- o Rowan College of Burlington County
- o Rowan University (Glassboro)
- o 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
 - o Some of this money was membership and some was scholarship money. This is also the account where the storage facility comes out of.

Motion to accept December's Treasurer Report as submitted:

Moved by Christine Millien

Seconded by Terrence C Harris

Comments/Questions:

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

Motion Passed

- January's 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 December: \$194.14 (Funds will be transferred to scholarship account prior to end of December 2023).
 - Markations 2024 Spring Conference Keynote Contribution \$5,000.00 (After PayPal fees for \$149.50, total that will be transferred to B of A \$4,850.50).
- Business Accounts as of January 11, 2024
 - Arrigo Rogers - \$292.12
 - EOFPANJ - \$399,630.96
 - EOFSAA - \$1,497.84
 - Savings - \$1,586.92
 - PayPal Balance - \$7,550.85

Motion to accept January's Treasurer Report as submitted:

Moved by Terrence C Harris

Seconded by Dr. Debora Rivera

Comments/Questions:

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

Motion Passed

- Old Business

- 2023-2024 Budget
 - o Preliminary budget - it's the same budget that we usually have.
 - o A couple of things that we have done or added to the budget. Under Administrative expenses we have Extra Space Storage, Monthly Board Meetings, etc. All these numbers stayed the same over from last year's budget except for the website. There is \$200 there, but we shouldn't have to pay anything for that if I'm correct for at least two years.
 - o Under Conferences, you will find where we had the retreat. The initial budget for the retreat was \$15,000. We spent \$16,513.11. The budget for the different conferences are left open because I don't know what we want as a Board - do we need to put money into these different sections? **Terrence C Harris:** We will table that until the President is with us. **Ruben Melendez:** We know where we are with this, you know, this current year and delayed in getting our figures in and knowing what we are going to have for the year. Typically it would be the budget committee meeting on their own and presenting the budget to the Board. My recommendation would be that the budget committee get together. **Arthur Horn:** We did meet. I left it at 0. We do have funding for these particular events. **Ruben Melendez:** It shouldn't be an open discussion right now because the budget committee should be trying to put these figures together. **Arthur Horn:** Okay. **Terrence C Harris:** Yes, it will not be an open discussion. We will table it.
 - o Under Committees, the current numbers were transferred from the past. Emergency Assistance fund is \$7,000. For AESNJ, in the prior years they did not have a budget so we put \$1,000. The Arrigo Rogers Scholarship is the same from last year at \$5,000. The Ambassador Program is the new line because we had special projects funds last year funded from the state, so we have money for that. This year we allocated \$5,000 for the Ambassador Program.
 - o OSHE Sponsorships Received Thus Far
 - i. Fall Conference 2023 - \$52,900.00
 - ii. Men of Color Initiative 2024 - \$188,827.00
 - iii. Women of Color Initiative 2024 - \$112,300.00
 - iv. Queer Initiative 2024 - \$15,00.00
- Questions
 - o **Ruben Melendez** - Is there any contribution from the Board to the spring conference? **Christine Millien:** That was his question Ruben that we said we were going to lay on the table because we're going to discuss that since we don't have any numbers. We would need to meet with co-chairs if we need that. But, right now, he left it at 0 because there was no request. **Terrence C Harris:** I think the committee was able to plan the conference with what was given from the state, right? **Hema Patel:** Yes, and the payment has been sent. We requested it two weeks before winter break so we expected some delays, but if you have not received it by next week, please let us know so we can ask the finance team. **Florangel Cabrera** - I can confirm that it was received Hema. **Arthur Horn:** It was received. I haven't transferred it to the account so I did not put it on here.

Motion to accept the 2023-2024 Budget as a Proposed Budget:

Moved by Terrence C Harris

Seconded by Christine Millien

Comments/Questions: **Arthur Horn:** The goal is to bring the budget up every two months until the end of this term so we always know what we have in the budget and if people have questions we can answer those.

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

Motion Passed

e. Financial Secretary

- Membership Dues received after December's meeting:

- Brookdale Community College
 - Mercer Community College
 - Rowan University
 - Rowan University
 - Saint Elizabeth University
 - Union College of Union County
 - Warren County Community College
 - William Paterson University
 - Membership Total Checks: 8
 - Total Amount Received: \$2,475
 - Membership Checks To Date: 35
 - Total Amount Received To Date: \$14,375
- Other Checks Received:
 - Department of The Treasury
 - Bergen Community College
 - County College of Morris
 - Mercer Community College
 - NJIT
 - Rowan College at Burlington County
 - Rutgers (SEBS)
 - Union College of Union County
 - Other Total Checks: 8
 - Total Amount Received: \$109,754
 - Other Checks to Date: 19
 - Total Amount Received to Date: \$512,986.37
- Old Business
 - Membership checks received from September - December was 12.
 - Total amount received from September - December was \$12,260.00.
 - Other Checks received from September - December was 12
 - Total amount received from September - December was \$403,357.87
 - Georgian Court University requested a refund for 125.50. This brings the checks received to 11 and total amount received to \$403,232.37.

Motion to accept Financial Secretary's Report as submitted:

Moved by Christine Millien

Seconded by Dr. Debora Rivera

Comments/Questions:

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

Motion Passed

f. Corresponding Secretary's Report

- Checks were received from the following institutions as of September January 9, 2024:
 - State of NJ, Department of Treasury- \$106,500.00
 - Bergen Community College- \$753.00
 - Requested that their check be sent back to them because there was an error in the amount that was sent.
 - County College of Morris- \$425.50
 - Mercer County Community College (2)- \$251.00 & \$495.00
 - New Jersey Institute of Technology- \$200
 - Rowan University Glassboro (2)- \$165.00 & \$330.00

- Rowan College at Burlington County- \$500.00
- Rutgers University- New Brunswick SEBS- \$1000.00
- Saint Elizabeth University- \$330.00
- Union College of Union County, New Jersey (2)- \$125.00 \$495.00
- Warren County Community College- \$165.00
- William Paterson University- \$330.00
- o **TOTAL: \$112,299.50**

- Additional correspondence
 - Bank of America - forms for Arthur Horn to fill out
- New Business
 - Add a Directory of Directors to the website that is copy and paste friendly. Wanted to see if this was something that we are interested in doing. **Ruben Melendez:** I say yes. The information is there for the body. **John Marshall:** Personally, I think if we do that, we should refer back to the OSHE website or else Marie is going to be responsible for updating it every time a director comes along and just no need to duplicate efforts on that part. **Florangel Cabrera:** That makes sense. **Liz O'Brien:** Put a link to the OSHE website.

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 Terrence C Harris

Seconded by Liz O'Brien

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

Motion Passed

g. Public Relations Officer

- **Marketing/Communications Committee:** Two active members thus far, met on 1/10 for initial meeting discussed group strengths and areas for organization/structure–will create a shared drive for members to access with all information they will need access to–aiming for once/month meetings or as needed based on current projects
 - Julian Gomez will help with creating content to meet the director's.
 - Andre Turner will aid with social media content creation and posting.
- **Social Media:** [Meet the Director's Campaign](#) (1st request 12/5, received 12 responses 1/10, 2nd request 1/10, awaiting 41)
- **Website:**
 - Edits made: About us page updated-Kim added with headshot,added CTI 2023 photos to conferences page
 - Need: Fall conference photos
 - Created [Members Only Portal](#) with temporary password eofpanj123
- **Comments:** **Terrence C Harris:** I mentioned in my report a few things that will be emailed to the community on Monday. If I send you something, can you post it on our social media? Also, let's try to get the sectors to help you contact the directors. That is something that you don't have to do on your own. **Kim Quick:** Nice job, were you able to update the most recent Arrigo Rogers Scholarship winners? **Marie Sanjurjo Lopez:** Yes.

h. AESNJ

- Information Only
 - We are working on Fall Conference payment.
 - Updated invoices for Fall Conference attendees have been issued to institutions.
- Items to be Voted On:
 - Can we provide \$25 GrubHub for students who attend two AESNJ Advisory Committee meeting(s)?
 - 20 Students x \$25 each = \$500
 - We will offer one meeting per month - February, March, April, possibly May, depending on interest.
 - We are going to table this Grubhub idea since we have a budget line of \$1,000. We are looking to see if maybe we can get an advisory committee that is really reliable asking what they would like to do with that money. We will bring this back at a later meeting.
- New Business:
 - Upcoming AESNJ Initiatives:
 - AESNJ Advisory Committee meetings starting in February, via Zoom
 - i. Looking for students' input on AESNJ initiatives and Fall Conference planning.
 - ii. Maximum 2 students appointed per institution.
 - iii. Will send out information and RSVP.
 - iv. Need Board's assistance in recommending students.
 - EOF Society Information Sessions for Professionals and Students, if accepted for Spring Conference.
 - EOF Ambassador Student Connection - will discuss with Dr. Sabb, using Kean and Bergen as pilot programs.
 - Day at The Capitol - What assistance can we provide?
 - Comments: **Christine Millien**: I think the advisory committee will be amazing. If we could get those kicked off, I think in the future we should consider having students on like the special initiatives if they are continued to be funded. Something that I noticed at my institution, we put on programming events without really seeing what the students want.

i. Statewide Recruitment Ambassador Initiative

- Upcoming opportunities to present EOF:
 - **New Jersey School Counselor Association Conference (NJSCA)**
 - Friday, April 19th @ Kean University
 - [Call for Programs](#) Deadline February 9th
 - Topics (41 themes): College/Career Advisement, Diversity, Equity, and Inclusion, and Closing the Achievement GAP
 - **New Jersey Association for College Admissions Counselors (NJACAC)**
 - 2023 Conference Dates – May 22 – 23. Waiting for 2024 information
 - Waiting for regionally [college fair dates](#) to be published this Jan. 24
- Other Actions:
 - Target specific Boys and Girls Clubs.
 - Set up library stations to present and display information (must create information for distribution).
 - Share new ambassador program email address with list of schools and CBO's to reconnect them with the program and set up sessions.
 - Must reconnect with EOFSAA to create opportunities to support alumni ambassadors and training sessions.
 - Update the process for training ambassadors and updating information shared about EOF.
 - Scheduling mailings to connect with more CBO's and schools.

● **Question(s) for discussion:**

- Are we considering the Blip Board for the OSHE awards ceremony? If so, we will need funding. **Terrence C Harris:** I think it's a great idea. I also want to offer the VP budget to help pay for some of that cost. **Dr. Jenice Sabb-Dumas:** The Blip Boards it depends on how often we wanted the blip. If I say we are going to spend \$1,000 then I will have to work it out so that we blip enough times and enough spaces to get that information out there. **Lisette Herrera:** Remember those fliers that we used to have with the information? Are we doing those again: **Dr. Jenice Sabb-Dumas:** I still have those and that's what I need to update. I want to make sure everything is up to date because we have the QR codes on there. If any of your institutions want any of those, let me know and I can mail them out so that you can disperse them or hang them up in your offices. **Aniyah Parks:** I like the idea of going to the Boys and Girls Club, but also targeting those small organizations. I recently created a pipeline with an organization called XXXXX. We have a couple of students that come from there. The requirements for those students is that they have to apply for EOF. It doesn't matter which institution that they applied to but if they qualify, they have to apply for the EOF program. Creating those pipelines with those smaller organizations because those are the more genuine ones and you can also continue that each year. If you need help, you have my email.

j. **Sector Reports**

● **Community College - Ivory Luke**

- I don't have access to anything. I am still locked out of my account. I need assistance with that.
- I have been working with the young professionals/alumni with the Tri-State advisory committee. Working on a small conference for sometime in April that should be free to all. If you would like to attend and the topic for that will be lucrative summer programs. Seeing how we all run our summer programs - community colleges versus four-year. Coming together and coming up with some ideas that we can take from one place to another.

- **Comments:** **Terrence C Harris:** I will send Alex an email for you, but I believe I gave you a new email address to access the Boards account temporarily. **Ivory Luke:** I am no longer at Brookdale. If you sent an email, it was probably to Brookdale. **Terrence C Harris:** I will send it to your Warren email, but we did update you on our contact list. **Ruben Melendez:** Johanna put a message in the chat that she had to leave but she is looking to set up a sector meeting soon.

● **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. The proposed dates are as follows:
 - Wednesday, February 7, 2024
 - Wednesday, March 6, 2024
 - Wednesday, April 3, 2024
 - Wednesday, May 1, 2024
- Specifics topics to be announced based on the advising article. Just curious about your thoughts. It's going to be informal and open. But I think that hearing about more professional development or more conversations, would this work for that? I want to know how I can best support the EOF family. **Hema Patel:** I want to say that this is something that I've been wanting to do, and it's been encouraged that we partner with EOFPANJ to do this. OSHE could help you to develop topics that we see pertinent for the community. As well as help facilitate some of those conversations and also to garner attendance - sometimes if we're there and we're kind of partnering with you sometimes that can help to get you to have people participate as well. **Jose Rodas:** I would love to open this to everyone, not just the independent sectors. Hema, I will take your suggestion and schedule an appointment with you.

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

- Emailed 2nd survey to sector- this focus was on topics of concern
 - o 3 responses (2 from GCU, 1 from MU)
 - o Issues facing campus program
 - i. Academic success
 - ii. Financial Stress
 - iii. Family conflict/stress
 - iv. Mental health
 - v. Sense of belonging
 - o Areas of staff development:
 - i. New and emerging counseling practices
 - ii. Academic skills and success strategies
 - iii. Social Media/Online Presence
 - iv. NJFAMS
 - v. Financial aid/funding
 - vi. Sense of belonging
 - vii. Enrollment and Retention
 - viii. Staff self-care
 - ix. Director resource group

- **Public Research Sector Representatives** - Lissette Herrera

- Have not created a program yet for this semester. I am wrapping up from last semester trying to make sure that the speaker gets paid, so thank you Arthur for some information today.
- I also need help Terrence with my email.
- I think there is a lot of back and forth sometimes with us as sectors trying to coordinate. I know we were trying to move away from Group Me, I was trying to stick with WhatsApp because we went to that platform, but I don't have everyone's number. I am going to put a link here in the chat for Group Me so all the sectors can be there. I think what we should do if you are open to it is create a calendar together of workshops.

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

- Same as Natalie's report - we worked together.

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

- State Sectors (John Marshall and I) met and brainstormed
 - o Scheduled a Sector Meeting / Meet & Greet – Wednesday, February 7, 2024 at 10am.
 - o Are we able to sponsor the first 10 RSVPs with GrubHub with our budget? We want to start out the year with a high volume.
 - o We sent out a survey. Something in relation to what was discussed early on in our Board meeting about professional development. We did ask that question here. This is going to everyone on the EOF teams. We are looking to see what people put in for this one. This will help us speed through some of the logistics parts of our meeting and get to the important points.
- April EOF Advocacy Workshop/Event
 - o First Week of April, Before Day of the Capital
 - o Activity: Have EOF Staff submit a letter
 - o Share a toolkit with the EOF Community
 - o March 5, 2024 is National Advocacy Day
- Comments: **Christine Millien**: The Day at the Capitol is typically in March just because the voting session for the legislators ends in March so it wouldn't be in April.

- **Members-At-Large**

- Initiatives - Christine Millien
 - o EOFSAA & EOFPANJ Holiday Party
 - i. Excellent event! Attendees expressed wanting more gatherings like this.
 - ii. Total Expense: Total: \$795.02
 - 1. EOFPANJ (50% + tax): \$418.32
 - 2. EOFSAA (50%): \$376.70
 - o Queer, Here, Loud, Proud, Free
 - i. We need volunteers to assist with the planning committee (currently led by Nakiya Santos).
 - o WOCI:
 - i. Retreat: Friday, February 16, 2024 (date change) | MCCC
 - ii. Registration is LIVE! Deadline: 2/2/24
 - iii. 4 Students and 1 Professional
 - iv. Conference: April 12-14, 2024 | Delta Hotels by Marriott Woodbridge
 - v. Save the date will be sent out next week
 - o Spring Conference
 - i. Today is the last day to register with the OSHE Sponsorship
 - ii. I will meet with the co-chairs to discuss how to distribute the remaining sponsorships, if any remain. I will meet with them to see how we will distribute any remaining sponsorships if available.
 - iii. Deadline to reserve room is Jan 26, 2024 - hard deadline
 - iv. Ruben Melendez is currently leading vendor tabling for the conference.
 - v. There will be a max of 10 vendors - deadline of 2/2/24
 - vi. We received a \$5,000 sponsorship from Markations to help fund the closing keynote speaker.
 - o Comments: **Terrence C Harris:** Going back to your WOCI and Queer, Here, Loud, Proud and Free initiatives, we had a conversation about how tight budget is for some of the programs, and we mentioned that we will cover most or all the costs for that - do we have some travel in their for that? **Christine Millien:** For WOCI there is. **Terrence C Harris:** We will cover all the costs to attend WOCI initiatives. We will talk about LGBTQ.

Motion to accept Special Initiatives Report as submitted:

Moved by Terrence C Harris

Seconded by Dr. Debora Rivera

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

Motion Passed

- Assessments - Khayriy Tilghman
 - o Information only
 - i. I am gearing up to reach out to all the interested committee members that were identified on the sheet next week so we can start to meet regularly, as well as, trying to support any special programs that are going on throughout the year. **Terrence C Harris:** I will connect with you about some assessments I need for the Men of Color.
- Emergency Funds - Viviana Zambrano
 - o We had one request, unfortunately at that time that university we hadn't received payment so I don't know if now we have a check, I can check with Flor. The application is open again per the vote that was made last time by the Board.

- Arrigo Rogers Scholarship - Kim Quick
 - o The application deadline has passed which was January 8th.
 - o I have 104 submissions which is pretty good.
 - o I've had to address some issues. About 40% did not include basic information, but they were able to add attachments.
 - o The deadline for the references is tonight at 11:59.
 - o Looking to disperse \$5,000.
 - i. Comments: **Christine Millien**: When will you be reviewing the applications? **Kim Quick**: Our goal is to have a decision made at least two weeks before our spring conference.
- Technology - Dr. Alex Delgado
 - o No Report

k. EOFSAA

- Information Only
 - Table the report.

l. New Business

- Ruben Melendez: Vendor Information - We want to have vendor tables at the spring conference. I have also been working with Marie to have advertising space on the website. Thank you Christine for helping me with the vendor form so that our Paypal can be integrated into the actual forms, so if people are interested they can pay right there.
- There is a subcommittee of that and it was myself, Dr. Oquendo from my office and Terrence met with us as well to come up with price points for the advertisement and the tables. We looked at what other people did - NACADA and NJASPA. We have (9) tables that could be available for two days of the conference - it would cost us \$50 to rent a table from the hotel. We came up with a price point of \$250 for two days and it will also include website advertisement. If they can't go or all the tables are sold out, and they just want to advertise, it will be \$50 through August 31st.
- I am working on drafting the email to get the vendors in.
- My goal is to make the vendor fair a regular thing.
- Our deadline is February 1st.

m. Announcements/Comments: Natalie Quinones: Wanted to congratulate one of our very own EOF Aniyah Parks who got sworn in last night for the Board of Education in Hillside.

n. Next Meeting: Friday, February 9th, Rowan College at Burlington County

- **Christine Millien** - April 12, Ramappm cannot host the meeting because NJ ACE is hosting the conference there on that day. **Liz O'Brien**: Monmouth can host. **Alan Manzueta**: Bergen is May 10th.

Adjournment

Motion to adjourn meeting by Ruben Melendez

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