

EXECUTIVE BOARD MEETING MINUTES

BOARD MEETING DATE: April 12, 2024

LOCATION: Monmouth University

OFFICE/COMMITTEE: Recording Secretary

COMMITTEE MEETING DATE:

PERSON(S) SUBMITTING FORM: Dr. Debora Rivera

I. Call Meeting to Order at 10:13 AM

II. Roll Call

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

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

III. Adoption of 2024 March Executive Board Minutes

Motion to approve the 2024 March Board Meeting Minutes:

Moved by Arthur Horn

Seconded by Marie Sanjurjo-Lopez

Comments/Questions: None

Vote: 10 (Y), 0 (N), 0 (Abstention)

Motion Passed

IV. Approval of Agenda

Motion to approve the meeting agenda:

Moved by Dr. Debora Rivera

Seconded by John Marshall

Comments/Questions: None

Vote: 10 (Y), 0 (N), 0 (Abstention)

Motion Passed

V. EOFPANJ Reports

a. Vice President - Information Only

- EOFSAA
 - **Hema Patel:** I think the easiest thing is to create an EOFSAA account and then give them access as well as someone on the E Board. Create a separate account for them and then give them access to that and they can get credit cards or whatever they need. **Terrence C Harris:** We have to look at the constitution again. The immediate Past President and Janice reviewed that and it was determined that we couldn't do it. We'll need to revisit again. **Ruben Melendez:** Looking back a few years ago, they utilized our 5013 status and I think that's why it's connected. Terrence, you mentioned they have their own 5013C correct? So, I don't know if that's an issue. They get their own budget. So, you can write them a check for \$2,000 and they can get their own bank account and run affairs with that. There is nothing constitutionally that prevents us from doing that. **Arthur Horn:** The retired board leadership and the previous board leadership, I offered to come to their meetings anytime that they needed. I sent both groups of leadership access to see the accounts at any time - they just can't do anything with it. **Hema Patel:** Yes, definitely communication issues. Now we move forward and we develop a plan to get it together. Simone is amazing so if she is willing, she has experience. She's in charge of the alumni association for African-American alumni at Rutgers. **Terrence C Harris:** Right now during the transition, they have an automatic response that sends emails to me.
- Robert Rules Cheat Sheet
- EOF Men of Color Leadership Summit –
 - New Opportunities for EOF Scholars
 - Two weeks ago, we had the Leadership Summit at Kean University. We had over 200 people register and about 150 attend. We look to expand and grow next year. What I wanted to highlight is that we had a career fair and the companies were impressed by our scholars. Pfizer and Pepsi in particular emailed me for future opportunities.
- EOF Day Capitol – Gov Relations Committee
 - We had a great turnout. We had legislatures come talk to EOF. We had student testimonials. One thing I wanted to mention was that a lot of legislatures did not know what EOF was. I mentioned this to the Governmental Relations committee.
 - Questions/Comments: **Ruben Melendez** - Now that the Day at the Capitol is done, do we have a plan moving forward in terms of the advocacy campaign? Do we rally the troops to get more funding? Is there a plan? **Chrysten Colacicco:** Yes, there is a plan. We had a letter drafted as well as a toolkit. We are also working with two non-profits. We have things in place but we have not met yet since so it's not moving forward. I think we are going to wait until May. **John Marshall:** We haven't done anything since. But the toolkit is going to be finalized. Right now the points we intend to work on are getting increases for Article III and Article IV finding. We have specific amounts that we are going to ask. We're hoping to have everyone ask the same thing - whether you are an alumni, student or professional. **Liz O'Brien:** I think we should think about hiring the guy who did the video for the Men of Color Initiative at Kean to go to the Day at Capitol and take video. Maybe he can also go to the Fall Conference and take video as well. We can use these for advocacy opportunities. Maybe if we had a short advocacy video, we could post on social media and tag legislators, if they are not checking emails. Same for our students. **Dr. Brett Pulliam:** There should be some archival information regarding Day at the Capitol to

assist in the planning process. Losing Sen. Rice was difficult because he helped galvanize other legislators to participate. We should look to find another “in” for next year. This is something that we can’t plan a couple of months in advance. This is something that we need to start planning now. Another thing you need to start thinking about is that Sen. Ruiz has really been pushing to change EOF policy, right? I think it’s important. I believe she was an EOF student or she’s EOF adjacent. She is someone that, as a board, would really need to get an ear; to help her to understand what we’re looking at now on the campus level. So build a connection now and start reaching out to those legislators and grabbing one on one conversations from members of the executive board, that will help us as we plan for future events. We are moving into an election year for New Jersey and we don’t know what might happen with the new Governor. I can definitely work with the Governmental Relations committee on these efforts. **Hema Patel:** I would also like to add that there is a position at OSHE called Legislative Liaison. Someone mentioned that maybe the Board can reach out to him - his name is Seth Levin. He’s going to be at the graduation ceremony, but shoot him an email. There’s definitely restrictions on what OSHE can do but perhaps he can provide guidance on who to reach out to and how to start those relationships as well. **Dr. Alex Delgado:** To talk a little bit about what Brett mentioned regarding the drive. I know that the President would always send a letter if they weren’t able to make it to the budget hearing meetings that kind of spoke on behalf of the association and advocacy. I don’t know if that is currently still being done or if it’s something more of just we need access to the template that was used in the past that was being submitted for the record. It was always public record even if you google it, you will find previous ones that have been done by Barbara and Penny I think as well. Something again also to add, I would say that should be part of the advocacy are those letters that are being submitted. I know we used to always do not just Day at the Capitol, but we also do budget hearing events. Once we found out where they were, we would organize people to be there. There was one year when it was at Trenton and we gave everyone EOF sashes. We were there and were visible to the community and all the people there. Not sure what efforts are being done on the budget hearing part in regards to advocacy, because that’s also where the legislators get to hear the voices of students on the record of why EOF should be reinstated or increased or whatever the association is trying to push forward.

b. Immediate Past President

- I am reporting on the Director Summit. The committee met twice. We met this week. The theme of this year is Relax, Relate, Release. We are looking to have it in the DoubleTree by Hilton in Princeton, same location as it was last year. It’s going to be three days - June 10-12. This is the week after CTI. The committee met earlier this week and talked about what the budget looks like. It looks like we will be within the budget that was slated from OSHE. It is limited to 30 or 40 individuals. **Hema Patel:** Just a reminder that we will need the Director’s Summit as soon as possible because it takes a while to process and we want to make sure that you get the money so that you can spend it. It can take up to one month. I just sent the CTI budget over.

c. Parliamentarian

- A reminder that we did approve the constitutional amendment for us to be able to conduct business at the retreat. That makes us dues paying members. We have to put it out to the body. My thought process is maybe doing that around CTI. Maybe also offer a virtual town hall in case anyone has questions. I will come up with some dates and get that out next month.
- The other thing and this is not part of the parliamentarian role, but I did talk to vendors about giving them the opportunity to speak to the whole body. I had this idea of a sponsored spotlight, creating a zoom session to bring up to the body so that they can give their presentation on their product and their services. With the summer coming up, people start planning their summer so this would be a great opportunity.

d. Treasurer's Report -

- April Report Summary
 - Business Accounts as of April 12, 2024
 - Arrigo Rogers - \$292.12
 - EOFPANJ - \$336,246.96
 - EOFSAA - \$1,574.84
 - Savings - \$1,587.01
 - PayPal Balance - \$5,310.52

Motion to accept April Treasurer Report as submitted:

Moved by Liz O'Brien

Seconded by Dr. Debora Rivera

Comments/Questions: **Terrence C Harris:** You mentioned the names for the EOFSAA account, can you change it to Al-Lateef, Andre and myself for now? **Arthur Horn:** Yes, I will do that next week. **Ruben Melendez:** What is the status of our tax return for 2023? Is that due Monday? **Arthur Horn:** I put in for an extension, but it will be done. We have six months.

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

Motion Passed

e. Financial Secretary's Report

- No report

f. Corresponding Secretary's Report

- No report

g. Public Relations Officer

● **Website**

- Updates recently done
 - Job postings
 - Updated minutes td
 - Added some photos for MOCI.
 - Added day at capitol photos and the document Natalie created.
 - Reorganized some pages and added other EOF news articles more up to date.
- Updates being worked on
 - 2024 Scholarship winners
 - Spring conference photo slideshow
 - EOF MOCI Leadership Summit video and pictures
 - Link to EOF Central Directory
- If you see any updates or have any suggestions, please reach out to me!

● **Social Media**

- Delayed: Template for EOF Awareness Month
 - I see lots of programs participating though and posting student videos, and other initiatives which is great!
 - Still *slowly* posting the meet the directors that were received.
- **Old Business**
 - Do we want to proceed with the Members Only Portal which currently has the following things:
 - RSVP link for next board meeting (can we keep this link the same?)
 - i. **Terrence C Harris:** The reason why I change it is because it's my Kean zoom. We don't have a Board zoom. It's a preference of mine also. **Marie Sanjurjo-Lopez:** I don't mean the room, I mean the RSVP link. There's an RSVP form that goes out to the membership to RSVP for the next meeting, but it's a new link every month.
 - Strategic Plan and Goals
 - Minutes
 - Emergency Fund Application
 - Do we want things to live in this password protected portal? Does that even matter because once we send out the password, anyone can share the password. Is there a reason that we should have these? Is everyone okay if these are in an open public page? I know there were some concerns before. **Liz O'Brien:** My understanding that we've talked about before is what's the purpose of being a member and that one of the benefits is that you have access to this portal that has information. **Marie Sanjurjo-Lopez:** You also never shared a password. **Dr. Andre Turner:** Is there a way to keep it members only but not have it have a password? Maybe they type in their school name and if they're a dues paying member they can log in? Or have a list of member paid schools and if you click on one of those, then you can access it. **Marie Sanjurjo-Lopez:** The only option was to create a password. **Dr. Andre Turner:** We could do it. Just send it out to those that paid. **Marie Sanjurjo-Lopez:** Do we want to come up with a password? I'll come up with a password and send it to Florangel to send to the membership. **Terrence C Harris:** I did not want to overlook the question you had about the board RSVP. Flor, can it be the same RSVP each month? **Florangel Cabrera:** Yes.

h. AESNJ

- We have another student advisory committee meeting. Those are going well. Our next meeting is going to be on April 23rd.
- We also connected with Dr. Sabb-Dumas for the EOF Ambassador Program. So the idea is to have student ambassadors sell the program. At our next meeting, Dr. Sabb-Dumas is going to do training and then we're going to start off the program officially in the Fall. The training is pretty extensive.
- We are also going to send out a needs assessment for student involvement. How can we best support our programs? Where are they at with student involvement?
- We are also having our LGBT Initiative on April 26th. If you have students who are interested, definitely in person to sign up. Our goal is to have 50 students.
 - We reached out to some local nonprofits to give workshops because we felt like they are the experts in this area. We have the Pride Center of Newark, the Pride Center of Mercer County and someone from TCMJ who are experts on the issues.
 - **Neera Varsha Samedra:** There is also an organization called Hi Tops in Princeton that works with LGBT youth. I have connected to one of their directors before

and they may be willing to attend the event on the 26th. Contact person is Danella Vecchio at dvecchio@hitops.org

i. Statewide Recruitment Ambassador Initiative

● **AESNJ Advisors Discussion (Alan & Chrysten)**

- Discuss collaboration efforts:
 - Pivot to include student voices
- Use EOF program student orgs:
 - Create form to solicit which programs have EOF student orgs and determine if they are active
 - Reach out to active orgs and non-active orgs to solicit participate/representation on a statewide EOF Advisory Board/Committee (at least 2 per campus)
- Work with the current established a sustainable Advisory Board/Committee that includes students at Kean and Bergen Community College.
 - Create training for these students, beginning fall 2024 to support certification and reveal during the Fall EOF Student Conference.
- AESNJ Fall Student Conference: Offer special ambassador training for all EOF campus Advisory Board/Committee Representatives
 - Offer a specific Ambassador Training Institute for campus representatives (offering certification opportunity) – specifically bill it as parallel to a Toastmasters event
 - Host a special luncheon at the conference where representatives meet OSHE team, NJ Sec of HE, and other important state officials.
- Offer swag for recognition of certification and achievement

● **Community College Transfer Recruitment Support**

- Must reschedule
- This action is designed to:
 - Discuss supporting Community College recruitment efforts
 - Address Community College transfer student connections with 4-yr institutions
 - Address concerns through a call to action – creation of Annual Regional EOF 2-yr to 4-yr Transfer Days

● **Ongoing Actions:**

- Preparing the Blip Board for the OSHE awards ceremony, graduating Seniors, and welcome to EOF incoming EOF students.
- Working on a connection with a [HISPA](#) partnership– Dr. Ivonne Diaz-Claisse
- Update the process for training ambassadors and updating information shared about EOF.

j. CTI Committee

- Myself, Neera Samedra and Faheed Washington from Rider are the co-chairs for the CTI conference.
- Currently, we have 44 registrants.

- We currently have two workshop proposals. We are putting on an ask for you all just to encourage those from your campuses to submit proposals if they are interested in doing a workshop.
 - **Terrence C Harris:** You will get one more proposal from the Board.
- The theme for this year is Trust the Process: Bloom Where You Are Planted. So focusing on our career trajectories and learning and growth. We have 5 different focus areas that we are planning:
 - Career and Vocational Purpose
 - Workplace Resilience
 - Developing Supportive Relationships
 - Growth Mindset versus Deficit Mindset
 - Wellness and Self-Care
- The goal this year is for our new professionals to really think about having new and exciting ways to really challenge themselves, sit in what their career purpose is, grow in the places that they're in and find the best skills and practices to really grow as professionals and as a person in their current work spaces.
- Will be held at Rider University - June 4-6. Same location as last year.
- We have a few keynotes in mind that we reached out to and we're really just hoping to have them do more interactive sessions.
- The dorming will be a little different than last year. It's the same apartment style setup. We are capping the participants at 60. There will be 48 that will stay on campus.
- Comments/Questions:
 - **Marie Sanjurjo-Lopez:** Will there be specific networking opportunities at CTI? **Neera Samedia:** Yes, we are going to build that in so we're going to have two sessions - one on the 4th and one on the 5th for some evening networking and connections. We are also going to have one of our breakfast/lunches be a networking brunch as well.

k. Sector Reports

- **Community College** - Ivory Luke
 - No report.
- **Independent** - Jose Rodas - North
 - No report.
- **Independent** - Liz O'Brien - Central/South
 - No report.
- **Public Research Sector Representatives** - Lissette Herrera
 - There are two workshops we are looking to have, but it might turn out to be one. It will probably be May 2nd for the first one, but I will send an update when we have finalized our plans.
 - Dr. Brett Pulliam
 - Huge credit to Lissette for helping me get reactivated to the Board. As she mentioned, we are looking to host a series of workshops and finalize dates. Once that is done, we will communicate to our sectors both north and south to provide them with the opportunity to participate. And then as we get closer again, the assessment is very important. So looking to get an assessment out at the end of the year before we transition into the summer program just to see what everyone is looking at or hoping to gain some insight as we move into the new academic year.
- **State College and Universities** - John Marshall (Central/South)
 - No report.

- **State College and Universities** - Natalie Quiñones (North)

- No report.

- **Members-At-Large**

- Initiatives - Christine Millien
 - No report.
- Assessments - Khayriy Tilghman
 - No report.
- Emergency Funds - Viviana Zambrano
 - No official report, just an update. The committee did receive a request from Kean University for a student who is deceased and the committee voted on it and approved the request. Arthur already replied back that he will get the check out as soon as possible. The check will go out in the name of the student's father since the student is deceased and it will go to the EOF department at Kean University in Ruben's name.
- Arrigo Rogers Scholarship - Terrence C Harris on behalf of Kim Quick
 - We have 7 total award winners. The cycle is closed. Two from the community college will get \$1,000 each and five from the four year institutions will get \$1,500 each for a total of \$9,500. All awardees have been verified by their institutions and program directors and have submitted their required documents. All documents have been shared to the Treasurer and checks will be distributed soon. Awardees will be featured on our EOFPANJ website.
- Technology - Dr. Alex Delgado
 - During the spring conference, I was able to connect with some of the board members who had trouble accessing their account. So, they were taken care of.

I. EOFSAA

- No report.

m. New Business

- Arthur Horn: Leave of Absence from May 13 - August 2.

n. Next Meeting: May 10, 2024 at Bergen County Community College

Adjournment

Motion to adjourn meeting by Ruben Melendez

Motion Passed by Unanimous Decision in Favor of Adjourning at 12:42 PM