

**EXECUTIVE BOARD MEETING MINUTES**

BOARD MEETING DATE: June 6, 2024

LOCATION: Rider University

OFFICE/COMMITTEE: Recording Secretary

COMMITTEE MEETING DATE:

PERSON(S) SUBMITTING FORM: Dr. Debora Rivera

- **Call Meeting to Order: Begin Recording of Meeting**
  - Meeting called to order at 10:40 AM.
  
- **Roll Call**
  - Recording Secretary - Dr. Debora Rivera
  - **Present:** Dr. Andre Turner, Ruben Melendez, Dominic Bowman, Lissette Herrera, Faheed Wasington, Terrence C Harris, Liz O’Brien, Chrysten Colacicco, Florangel Cabrera, Dr. Jenice Sabb-Dumas, Natalie Quiñones, Al-Lateef Farmer, Christine Millien **Absences:** John Marshall, Khayriy Tilghman, Ivory Luke, Dr. Alex Delgado, Alan Manzueta, Viviana Zambrano
  
- **Review and Adoption of Previous Meeting Minutes**
  - Motion to approve Previous Board Meeting Minutes:  
 Moved by Liz O’Brien  
 Seconded by Christine Millien  
 Comments/Questions: None  
 Vote: 8 (Y), 0 (N), 1 (Abstention)  
 Motion Passed
  
- **Adoption of Meeting Agenda - Current**
  - Motion to approve the meeting agenda:  
 Moved by Dr. Debora Rivera  
 Seconded by Marie Sanjurjo Lopez  
 Comments/Questions: None  
 Vote: 9 (Y), 0 (N), 0 (Abstention)  
 Motion Passed

- **Old Business: Terrence C Harris**
  - **President's Vision and Goal Assessment:** **EOFPANJ 2023-2025 Strategic Plan Working Document**
    - **Fiscal Responsibility**
      - Obtained or currently in the process of obtaining 501 C (3) Status.
      - We filed an extension for our current and previous taxes.
      - We have been more transparent with OSHE to demonstrate our fiscal responsibility working with Hema and now Dr. Carter. We have been able to assess our spending.
      - We have been consistent with our compliance review. Arthur has put policies in place to ensure we are in alignment.
      - Out of this category, two are completed and two are ongoing for next year.
    - **Outreach and Awareness**
      - **Expand Ambassador Program and Training**
        - We have been able to connect with the Alumni Association. We want to continue on enhancing our partnership with them because the challenge that we have is that when we are relying on professionals to go out and recruit, it's hard because they also have to recruit for their respective institution. Engineering the alumni as well as the current AESNJ student body, will enhance our ability to expand across the state. Hopefully, over the summer we can do some programming and planning. I am working with AESNJ to develop some kind of programming and leadership for them so that they can be certified ambassadors or work with the state in some way to engage them a little more.
      - **Advocacy**
        - Reestablish the Governmental Affairs Committee to advocate for policies that support the EOF programs. We can successfully say that we have done this. This committee has been meeting regularly. We have established the Advocacy Toolkit. Unfortunately, we have not launched it yet but we will soon.
        - We are in the process of engaging with policymakers. Currently working with the Governmental Relations Office at Kean. They are going to help me in making the connection with the policymakers in Trenton. Next year at the Day at the Capitol we will have some legislatures there who will be able to talk with our students. **Al-Lateef Farmer:** The Chair of the Higher Education Commission was the first legislature to speak this year, reached out to Dr. Quick and would like to set up a conversation with us.
        - **Comments/Questions:** Liz O'Brien: I don't know if there is a way that we could have t-shirts so that there is a more unified presence at the Day of the Capitol. Maybe it might help people visually to see who is there. **Natalie Quiñones:** I think we need to involve our campus constituents for this event like our Governmental Relations folks on campus. **Terrence C Harris:** As you were talking, I was thinking about what that realistically looks like. You are not going to get 42 campuses to get their governmental relations committee to help us out on the Day at the Capitol. **Natalie Quiñones:** Why not though? I think just the communication piece to remind them of the importance of, "Hey, EOF on your campus will be on the Day of the Capitol". I feel it's a professional thing to connect with them because we are not communicating. We are just relying on our own community versus tapping out of that. **Liz O'Brien:** You're right. I never thought about connecting with our Governmental Relations Office. We should. **Terrence C Harris:** We will try that for next year. We will see what partnerships

we can create. **Christine Millien:** The problem with having it in April is that their sessions typically end in March. We have it on days that they are in session because when they are not in session it's not going to work. It's like our remote days. One thing we should do is just change what Day of the Capitol is. We don't really just need to go to the Congressional room and just sit there. I feel like it should be an event. Like going to the War Memorial, have EOF students express what EOF means to them (like art, poetry, performance), so that it feels more like a formal event. I think if we change the marketing of it in that way it might make a difference. I think we need to reimagine the whole event. **Al-Lateef Farmer:** We talked about that this year. **Terrence C Harris:** Maybe this is something that we can start tapping at in the retreat. **Natalie Quiñones:** I say we get the news involved.

- Assessment
  - Al-Lateef Farmer: I will reach out to Khayriy and see what is going on. If not, we will move in another direction. The assessment is happening, we just don't know what is happening with him right now.
- Scholar Support
  - Al-Lateef Farmer: This is a growth area for us and we will look at it more for next year.
- Alumni Engagement
  - We are moving in the right direction with our engagement and EOFSAA. We had some challenges but we have a new EOFSAA Liaison - Dominic Bowman. This is another area for us to reimagine. We need to tap into Rutgers and Montclair. These schools have strong connections with their alumni. We need to see what they do and bring that energy to EOFSAA. One of the challenges that we have is that all of the events are in North Jersey. We have to find ways to slice the state up. Same way that we do with our sectors. That way more folks will become engaged. If you are an alum and on the EOF Board, you can pitch in too.
- Professional Development
  - We did a good job this year. We had a lot of opportunities for professional growth.
    - Financial Education -Lissette did an amazing series this year with Chanti.
    - Leadership Development
      - CTI was a hit.
      - We had the Directors Summit.
      - Men of Color Initiatives
      - Women of Color Initiatives
      - Leadership Lab
    - Training and Certification Program
      - **Natalie Quiñones:** One thing we did not touch on. What's the goal of this? **Natalie Quiñones:** Let's figure out how we can do that, especially sitting in that room in CTI and looking at all the new faces. We need to make sure that we are all one voice. We need to have some kind of training system so that if you are coming to work for EOF, you are doing the work correctly. **Kim**

**Quick:** I think that there are so many great resources, we all have so much knowledge. We have to remember that each one of our programs operates a little differently. Yes, for the voice in terms of what the overall goal is but definitely continue to have the diversity in how those goals are operationalized. I think we do a lot and sometimes I think that we are throwing stuff on the board. I think we need to be more intentional and strategic about our training and what we want to see and what will be provided and who is going to provide it and when are they going to provide it. I don't think everything needs to be done in an academic year. I'm thinking of going back to the assessment - maybe assessing the new counselors and asking what do they want to see; what do they feel they are not getting enough of, maybe they are getting too much of something. **Terrence C Harris:** One thing I wanted to mention on Professional Development was trying to find a way to get professionals to Tri-State. Maybe getting a bus and making stops across the state. **Christine Millen:** Maybe get three different buses. **Al-Lateef Farmer:** We can look at the cost but the institutions might also have transportation.

- **EOFPANJ Reports**

- **President**

- Thank you all . I appreciate all the efforts toward these goals.

- **Vice President**

- **Information Only:**

- Thank the CTI Committee and Rider University.
- Year 1 is over: Assessing first year.
- Transition Folder/ notes:  
<https://drive.google.com/drive/u/5/folders/1NJ5946kMg1wBV0lyPz2y3Uq7cbuZGi4k>
  - Please look at this folder and update as you do things in your area. I think this is a good time to look at it after we have completed the first year.
- Sept 2024 Committee needed for Retreat 2024-2025 Events
  - I need a committee for the retreat. We talked about fiscal responsibility. I don't think we are going back to Ocean next year.
    - Committee: Christine Millien, Dr. Debora Rivera, Natalie Quiñones. We need a location. The dates never changed. It was the third week of September. **Liz O'Brien:** Can I ask why we have it in the third week of September? I am just curious. **Terrence C Harris:** Just tradition. There is nothing in the regs about it. Maybe I could get the committee to get together and plan an agenda. Let's start thinking about what we want to do next year. We should be putting in our calendars the different initiatives.
- Rethinking launch Advocacy
  - Disappointed in myself that we did not launch Advocacy. Although Natalie mentioned that it went out to the CTI crowd, the information on the Toolkit should have gone out to the body.

- **Immediate Past President**
  - **EOFPANJ Directors Summit** – Monday, June 10<sup>th</sup> – Wednesday, June 12<sup>th</sup> @ the DoubleTree by Hilton in Princeton, NJ
  - As of 6/6/2024 there are 39 registrants. One person reached out to me last night and will be registering. This will bring the total to 40.

**Summit Agenda:**

<b>Relax, Relate, Release: Restorative Practices for EOF Directors</b>		
Activity	Location	
<b>Day 1 - Mo, 06/10/24</b>		
2:00 PM	Registration Check-in	<b>Doubletree by Hilton Princeton</b> 4355 Route 1 South Princeton, NJ 08540
3:00 PM	Hotel Check-in	Front Desk
3:30 PM	Welcome Snack Break	Meeting Room
4:00 PM	Ice Breakers	Meeting Room
5:00 PM	Wellness Workshop	Meeting Room
6:00 PM	Dinner	Location: TBD
8:00 PM	Off-Site Networking Activity	Location: TBD
<b>Day 2 - Tu, 06/11/24</b>		
8:00 AM	Meditation/Intention-setting	Pre-function Room
8:00 AM	Breakfast	Dining Room
9:30 AM	OSHE Workshop	Meeting Room
10:30 AM	Directors' Roundtables & Working Groups	Meeting Room
12:00 PM	Lunch	Dining Room
1:00 PM	Relaxation Stations	Meeting Room & Pre-function Room
4:30 PM	<i>head to location by car</i> Off-Site Networking & Destressing Activity	Location: TBD
5:00 PM		Location: TBD
6:30 PM	Dinner	Dining Room
8:00 PM	Game Night	Westminster Room
<b>Day 3 - We, 06/12/24</b>		
8:00 AM	Meditation/Intention-setting	Pre-function Room
8:30 AM	Breakfast	Dining Room
10:00 AM	Directors' Roundtables & Working Groups	Meeting Room
11:30 AM	Closing	Meeting Room
12:00 PM	Hotel Check-out	Front Desk

- **Parliamentarian**
  - No report.
- **Treasurer**
  - Report is in the drive.
- **Financial Secretary**
  - No report.
- **Corresponding Secretary**
  - Information Only:
    - Checks were received from the following institutions as of June 2024:
      - State of New Jersey (OSHE)
      - New Jersey Institute of Technology
      - TOTAL: \$55,495
    - Additional correspondence

- Returned checks for Mary Ann Diaz and The Central Jersey Club
  - The details related to the checks will be included in the Financial Secretary or Treasurer Report.
  - Motion to approve Corresponding Secretary Report:
    - Moved by Dr. Debora Rivera
    - Seconded by Christine Millien
    - Comments/Questions: None
    - Vote: 7 (Y), 0 (N), 1 (Abstention)
    - Motion Passed
- **Public Relations Officer**
  - No report.
- **AESNJ**
  - **Information Only:**
    - Please complete our student involvement survey!
    - We received the following information so far:
      - Programs are looking to increase both their general EOF Scholar and EOF Student Leadership involvement.
      - Programs asked for training for student leaders (e-board members) and increasing overall student involvement.
      - Four programs are looking to bring back their EOF Student Organization.
    - Fall Conference Committee Meeting will be on 6/19/2024 at 2:00.
    - Fall Conference Changes:
      - Student-led discussions – Student conversation leaders will be trained through AESNJ
      - Invite AESNJ Students to certain Fall Conference planning meetings
      - End of day Vendor, Internship, and Career Fair (entry-level jobs)
      - Staff-led workshops will be asked to prepare students for the Internship Fair
      - Raffle at the end of day to encourage schools to stay for the entire conference. **Christine Millien:** I already think we do too much. It's a cultural thing. People think it's okay to leave. People don't do that at major conferences. I don't think we should be bribing people to stay. We could use those funds elsewhere.
    - Comments/Questions: **Marie Sanjurjo-Lopez:** I do like the idea of the career fair. If we promote that early, that could serve as an incentive for our scholars to stay until the end. **Chrysten Colacicco:** That's another thing that we would need on our committee - People who have connections with companies and businesses for the career fair.
- **Statewide Recruitment Ambassador Initiative**
  - No report.
- **Sector Reports**
  - **Community Colleges**
    - No report.
  - **Independent**
    - Liz O'Brien - **Information Only**

- Every other week, we have been having an open call for independent sector directors. It has been attended by different people every time. The one on 5/22, I was on vacation but it was still held. They shared information on upcoming events. For the one we had yesterday, those that attended felt it was successful. We talked about current issues within their programs as far as recruitment and FAFSA. Staff turnover was a big conversation. People leaving higher ed or EOF. I suggested bringing these concerns to the Director's Summit next week since we will have a larger audience.

## ■ Research

- Lissette Herrera - **Information Only**
  - At this point, I had an event planned for the end of May, but the speaker needed to change the date. So, I am probably going to move this event to next year.
  - I still want to do an assessment to see what people want to see in terms of workshops.
  - Terrence C Harris: Any challenges? **Lissette Herrera:** Yes. Taruna left and now I have a new person and that was a big shift. Other than that things look okay. I would like to get a calendar up with the different sectors but that never happened. **Natalie Quiñones:** We never followed up on that. **Terrence C Harris:** I think this should be a goal at the retreat. We can have a strong calendar to introduce to the body.

## ■ State Colleges and Universities

- Natalie Quiñones - **Information Only**
  - Upcoming Communication
    - Send out the shared calendar Google form & Contact list for shared resources. I would like to do these two things before the summer starts. **Terrence C Harris:** There was something that I was doing for my dissertation that made me think of the members portal. Are we still doing that? **Marie Sanjurjo Lopez:** I don't think so. It doesn't make sense to. **Terrence C Harris:** Let's not do a members portal. Let's have an area on the website where we can put stuff like that. We can give the body a form that they can fill out to have their events put on a calendar instead of sending the information to Flor.
  - Conference Emails
    - Develop an email for the CTI & Spring Conference committee.
      - Our job email can get inundated with emails regarding events. If we can have separate emails for these committees that would be great. **Terrence C Harris:** I will send an email to Alex.
  - Governmental Relations Committee
    - Advocacy Tool Kit for Bill S2208
      - Introduced to counselors during CTI.
      - Email to be sent to the EOF community.
      - Programs are expected to conduct a workshop, town hall, or program during Summer Programs.
      - Creating a list of Governmental Relations Representatives across institutions.
      - Ideas for Social Media: Advocacy
        - Template for Instagram?

## ■ Initiatives

- Christine Millien: **Information Only**

- I think we did well in terms of the initiatives. I feel that we need to have the calendar at the retreat. I think that's important.
- I think that if EOFSAA can get it together, we should repeat the Holiday Party. I think it was good bonding.

- **Assessments**

- No report.

- **Emergency Funds**

- Terrence C Harris: Forms are closed until 9/15.

- **Arrigo Rogers**

- Kim Quick
      - Nothing new to report on. We closed out the year. Thank you to the committee. This work is tedious but I am happy that we were able to give out scholarships to students. We spent \$9,500. We had some extra money from the tabling at the spring conference. Our two year scholarships are \$500 and that was able to go up to \$1,000. Our four year scholarships are \$1,000 and that was able to go up to \$1,500. The students were surprised because I did not tell them we were going to increase it.
      - On our webpage if we can create a space where we could be their thank you's on along with their picture.
      - We are thinking about the 10 year anniversary coming up and we want to start looking at how we can highlight his legacy.
      - For everyone here please start talking up the application. It will come up mid summer.

- **Technology**

- Still trying to work with Alex to download the old Google drive and put it on the new one. Will try to get it done by the retreat.

- **EOFSAA**

- New person heading this up - Dominic Bowman.

- **New Business**

- **Liz O'Brien:** It seems that the needs of the membership and board have shifted and changed. Is there a time when we will do an inventory of what the current board positions are to see if any should be eliminated or added? **Terrence C Harris:** We can have a designated space for that at the retreat. **Christine Millien:** I think it makes sense so that the incoming board knows what we do and the work that it takes to do it. **Terrence C Harris:** The body has to vote if we do make changes.

- **Announcements**

- None

- **Adjournment**

- Motion to adjourn meeting by Terrence C Harris  
Motion Passed by Unanimous Decision in Favor of Adjourning at 12:30 PM