

EXECUTIVE BOARD MEETING MINUTES

BOARD MEETING DATE: March 8, 2024

LOCATION: Rowan College at Cumberland County

OFFICE/COMMITTEE: Recording Secretary

COMMITTEE MEETING DATE:

PERSON(S) SUBMITTING FORM: Dr. Debora Rivera

I. Call Meeting to Order at 10:08 AM

II. Roll Call

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

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

III. Adoption of 2024 March Executive Board Minutes

Motion to approve the 2024 March Board Meeting Minutes:

Moved by Liz O’Brien

Seconded by Ruben Melendez

Comments/Questions: None

Vote: 15 (Y), 0 (N), 0 (Abstention)

Motion Passed

IV. Approval of Agenda

Motion to approve the meeting agenda:

Moved by Dr. Debora Rivera

Seconded by Natalie Quinones

Comments/Questions: None

Vote: 15 (Y), 0 (N), 0 (Abstention)

Motion Passed

V. Old Business

a. Recap spring conference.

- **Al-Lateef Farmer:** Great experience. The chairs poured themselves into making sure that the theme not only stood out but was prevalent throughout the entire conference. All the way from the networking to the keynotes. I want to extend a congratulations to Enrique, Nicole and Christine.
- **Lissette Herrera:** I feel like the conference went great as well. The one thing I noticed is that there was not a lot of time for people to go to the vendor tables. We should set some time for this. **Al-Lateef Farmer:** For the conference in 2026 maybe we can do a true vendor fair where there is time for conversations and presentations. That would be beneficial. Great job Ruben to you and your team for putting this together. **Ruben Melendez:** I want to add that I spent a lot of time talking with the vendors and I think for the most part they did see people, but I think location was an issue since they were not in the main area. I intend to send them a survey just to see how they felt from their point of view.

VI. EOFPANJ Reports

a. Vice President - Information Only

- Spring Conference – Thank You to the Planning Committee
- 2026 Spring Conference: Katelyn Good (Co-Chair) Others showed interest (No Email).
- Committee Reminder: CTI Planning?
https://docs.google.com/spreadsheets/d/1sizm4Gs2jNsemGYrgxPFqVFMHn5DrIc1SzmPcYudw_g/edit#gid=731704178
- Day at the Capitol March 18, 2024EO: 127 State Congressmen & Congresswomen were invited to speak-
<https://docs.google.com/spreadsheets/d/1BSvni63mF3Pbrfrm7WbvctLYSsuUEuCl/e/dit#gid=1323232617>
 - Gov Relations is planning
 - Student testimonials- AESNJ
 - Agenda-Terrence
 - Email to programs (Parking, time, lunch)
 - Outstanding:
 - How to make it Virtual?
 - i. Last year we set up multiple laptops with microphones next to them. **Al-Lateef Farmer:** I know that was not the best setup, but maybe we can discuss with them if they have a screen available in there. **Terrence C Harris:** Last year I believe we set up the way we did because they did not have anything in that room.
 - Invite to Dr. Bridges
 - Interactive Ideas? Other than student testimonials
- EOF Men of Color Initiative Leadership Summit: March 28, 2024 at Kean University
 - Final Planning stage- career/internship fair, food.
- EOF Recruitment: New Focus -
https://drive.google.com/drive/u/5/folders/1nNzcA_S6Jh7gwO_Uk46U6n-Mt3BXt-VH
 - Sector Reps ask programs if they need help with promotion materials.
 - Al-Lateef Farmer: Aniyah volunteered to help out with the recruitment initiative. **Terrence C Harris:** I can take on most of it however, I do need help from someone with a recruitment background. **Aniyah Parks:** Reach out to me and I can help.

b. Parliamentarian

● Fund Development Committee

- We did meet - Dr. Oquendo from Kean and Katelyn Goode from Salem. I also recruited Patrice Wright from Rutgers New Brunswick. We were thinking about future fundraising opportunities. We would like to have an internship fair at the fall conference since that fair is student centered. A lot of these ideas come from what I see when I go to HACU where they have the whole bottom floor with vendors.
- We want to create opportunities that give students more incentive to attend the fall conference. Naturally, we will need to know where it's going to be. I know there have been conversations about taking it off campus to accommodate bigger spaces. But, just putting it out as this is something that we would like to do for the fall conference.
- I would like to thank Marie for putting the resources on the website.
- One vendor who couldn't be there had to cancel at the last moment. I offered them an opportunity to set up a zoom session and put it out to the body so that they can talk about their services. They did pay so I want to give them the opportunity to reach the body. I was also thinking about doing that with some of the vendors to maintain that relationship. What we offered them was website advertising through August 31st.
- One thing that slipped my mind at the conference because I was so focused with the vendors and something I wanted to do was introduce the amendment we agreed upon. If everyone remembers, I don't know the exact wording, but basically come fall retreat, board members are considered active members and we don't have to run into whether we can vote or not. We've approved it. It's just a matter of putting it out to the body so that they can vote.
- Lastly, in my conversation with one of the vendors, which was my idea anyway, said I would like to work out something where there is a discount for EOF programs.
- Comment/Questions: **Alan Manzueta**: Just to piggyback on Ruben, it was a great idea for the vendors. It gave me the idea of telling some other small business owners that I know for the future. It's just a matter of knowing when people can go to the tables.
Ruben Melendez: I am definitely open to that.

● Regulations

- Fund Development and Membership Committee - They are two separate committees but in a way they work together and as I talked about the membership privileges, I don't think we have established a membership committee (Terrence correct me if I am wrong) unless I missed that. **Terrence C Harris**: Yes, we do have a membership committee.
Ruben Melendez: Okay, I will touch base with you. **Terrence C Harris**: Florangel heads that committee.

c. Treasurer's Report -

● March Report Summary

- Several vendors from the spring conference, payments were sent out.
- OSHE refund went out.
- We owed a little over \$600 for Men of Color and we also owed roughly \$700 from the Ambassador's Program.
- Women's conference vendors were paid.
- Business Accounts as of February 8, 2024
 - Arrigo Rogers - \$292.12
 - EOFPANJ - \$397,785.64
 - EOFSAA - \$1,607.84
 - Savings - \$1,586.98
 - PayPal Balance - \$13,437.66

- New Business
 - Zelle - treasurer@ - we are able to receive money now through Zelle. Instead of people paying through Paypal, that money can go to our operational account without incurring a fee.
- Old Business
 - Vendor Funds - \$8,127.14
 - \$5,000 will go to scholarship and \$3,127.14 will go to emergency funds for this year.

Motion to accept March Treasurer Report as submitted:

Moved by Dr. Debora Rivera

Seconded by Marie Sanjurjo-Lopez

Comments/Questions: Ruben Melendez: Will the \$5,000 in scholarship be carried over to the next year or enhance what they did this year with Arrigo Rogers? **Arthur Horn:** It can be enhanced. It's up to the Board. **Ruben Melendez:** In conversation with Terrence at the conference, the question was brought up are 501C3 status does that require us since we are not for profit to raise this money and need to put it out. Is that a requirement? **Arthur Horn:** No. Not profit status is based on your tax status. Even in non-profits you can carry over money - unrestricted funds. Now, money from the state is different. Any unrestricted funds we raise, we can carry over. **Hema Patel:** My question is if taxes will be filed this year and if not, is that part of the resolution of losing the 501C3? And the second part of that is that you did make an announcement during the conference about that. I was wondering if you've heard any reactions or if anyone in the body said anything about that. **Al-Lateef Farmer:** No one has said anything. **Hema Patel:** That is something that will be continually reviewed by OSHE. I do want to set up that meeting to find out what the status is by the end of the month if possible. **Al-Lateef Farmer:** Arthur and I were talking about it this morning. At the end of the meeting, we will schedule something with you.

Vote: 15 (Y), 0 (N), 0 (Abstention)

Motion Passed

d. Financial Secretary's Report

- This report reflects checks that I received from the last meeting, which I was not in attendance and this meeting.
- Membership Dues
 - Centenary University: \$165
 - Hudson County Community College: \$330
 - Saint Peter's University: \$330
 - Stockton University: \$495
 - Membership Total Checks: 4
 - Total Amount Received: \$1,320
 - Membership Checks To Date: 39
 - Total Amount Received To Date: \$16,055
- Other Checks Received:
 - NJIT: \$1000 - Spring Conference
 - Saint Peter's University: \$125 - Fall Conference
 - Rowan College at Burlington County: \$180 - Fall Conference
 - Rowan College at Burlington County: \$196 - Fall Conference
 - Other Total Checks: 4
 - Total Amount Received: \$1,501
 - Other Total Checks to date: 23
 - Total Amount Received to Date: \$514,487.37

Motion to accept March Financial Secretary Report as submitted:

Moved by Marie Sanjurjo-Lopez

Seconded by Terrence C Harris

Comments/Questions:

Vote: 15 (Y), 0 (N), 0 (Abstention)

Motion Passed

e. Corresponding Secretary's Report

- Correspondence
 - 3 Bank of America Tax Statement Documents
 - Stop check letter – Rowan University
 - Electronic payment letter- Kean University

The details related to the checks will be included in the Financial Secretary or Treasurer's Report.

f. Public Relations Officer

- Website
 - Working on updating content
 - Resource page is live with vendors info from the conference and will remain there until august
- Social Media
 - Wasn't able to post all directors but will continue posting them throughout the month. The people seem to enjoy it.
 - Spring conference: challenges with hashtags and engagement

g. AESNJ

- We presented at Spring Conference on starting an EOF Student Organization
- EOF Student Advisory Committee Meeting happened on 2/21
 - Students want to focus on
 - 1.) Make connections between EOF Scholars across the state
 - 2.) Create competition amongst EOF Scholars across the state
 - Students' ideas:
 - EOF Career Day
 - i. Morning of workshops - mock interviews, resume reviews
 - ii. An alumni panel or meet & greet
 - iii. Afternoon of internship fair
 - Social event to bring summer programs together
 - Community service components
 - Students' recommendations for high attendance
 - Prizes, competition, and points systems (points at their own institution for attending the event)
- Next AESNJ Advisory Committee Meeting is on March 20
- Government Relations Committee
 - We are reaching out to students and professionals who registered to attend Day at the Capitol with a speech script to encourage student speakers.
 - Students can send us their speech for review.
- Fall Conference
 - We have Kean booked for Friday, November 8th.
 - **Al-Lateef Farmer:** Hema, being that next year is a Tri-State year, can we increase the allocation for the Fall Conference? **Hemal Patel:** It would depend. We don't know how much we have for central initiatives until we get the refunds back. Every year is unpredictable. **Al-Lateef Farmer:** To that end, is November 8th too early to start planning for a conference? **Hema Patel:** No. You should have - Dr. Carter usually sends out audits for summer

and final expenditures in September and October. By October at least, we should have some knowledge of how much we can give you.

h. Statewide Recruitment Ambassador Initiative

- **Made connections at the EOFPANJ Spring Conference:**

- Address Community College transfer student concerns through a call to action – creation of Annual Regional EOF 2-yr to 4-yr Transfer Days.
 - Develop and distribute [a form](#) to solicit dialogue participation from Community College.
 - Develop a special projects budget to facilitate training and communication throughout the state.
- Connection with [HISPA](#) to discuss a partnership through outreach to middle school students – Dr. Ivonne Diaz-Claisse

- **Upcoming Opportunities to Present EOF:**

- *New Jersey Association for College Admissions Counselors (NJACAC)*
 - **Regional Conference session:**
 - Hamilton Township: 4/15
 - Steinert High School
 - 6pm - 8pm

 - **2024 Conference Dates – May 20-21, 2024**
 - Harrah’s Resort & Casino
 - Registration: \$300
 - Hotel: \$85+ taxes/night
- *New Jersey School Counselor Association Conference (NJSCA)*
 - Friday, April 19th @ Kean University
 - Registration fees: \$35
 - Topics (41 themes): College/Career Advisement, Diversity, Equity, and Inclusion, and Closing the Achievement GAP

- **Ongoing Actions:**

- Prepare the Blip Board for the OSHE awards ceremony, graduating Seniors, and welcome to EOF incoming EOF students.
- Mailings to selected Boys and Girls Clubs.
- Set up library stations to present and display information (must create information for distribution).
- Must reconnect with EOFSAA & AESNJ to create opportunities to support alumni ambassadors and training sessions.
- Update the process for training ambassadors and updating information shared about EOF.
- Complete mailings to connect with more CBO’s and schools.
- Continue to unpack the notion of hosting regional information fairs.

i. Sector Reports

- **Community College - Ivory Luke**

- Items discussed at our sector meeting during the spring conference:

- o Pay disparity within our sector.
 - o I sent out a survey to our sector to try and gather that information. As of this morning, we have 21 respondents.
 - A Task Force was created as a result of the Directors meeting yesterday.
 - o We want to research the success rates of our community college students.
 - o Look at the completion rate.
 - o How many students are part-time and what their persistence actually is.
- **Independent** - Jose Rodas - North
- No report.
- **Independent** - Liz O'Brien - Central/South
- Met with Independent Sector Central/South EOF Directors on 2/14/24 to connect and find the best way to connect, meet, etc.
 - o We plan on having a monthly check in meeting. Next meeting was planned for 3/6/24 at 10am via Zoom
 - o Most of the conversation was around the transition into new roles and how to navigate it, staffing turnover, being connected.
 - Met as sector at the Spring Conference
 - o discussed current concerns
 - i. recruitment/FAFSA delays
 - ii. summer academy dates
 - iii. director resource group
 - iv. best practices forum
 - v. feedback/request:
 - 1. have student conferences on weekends so they do not miss class
 - 2. plan events before July 1 so budgets can plan for transportation
 - Invited all Independent Sector Directors to 3/6/24
 - o Drew, Georgian Court, College of St. Elizabeth, FDU and Monmouth University attended
 - i. Summer Academy Dates
 - ii. Budget (level funding, EOF board meeting, due dates)
 - iii. Policy Manual
 - 1. Creating April working meeting with OSHE
 - iv. Budget Modifications
- **Public Research Sector Representatives** - Lissette Herrera
- Brett needs his sector email since he will be doing this with me.
 - o I need to connect with Brett to finalize what workshops we want to do for our sector.
 - We had a meeting with our sector at the conference.
 - o I received different ideas for programming:
 - i. How to assess your programs - the sector wants to do a follow up to this session that happened at the conference. Who is the contact person for that session that happened?
- **State College and Universities** - John Marshall (Central/South)
- Sector meeting happened on February 21st:
 - o We discussed some of the things that we like about OSHE and what they are doing well.

- i. Across the board everyone said special projects have been helpful in expanding what we can do. It helps with budgeting and really encourages us to think outside the box and think about what else we can do.
 - ii. We are happy with OSHE's presence and flexibility. It's making it easy for everyone to get their issues resolved.
 - o Someone said they wanted to work with Terrence and the Men of Color Initiative.
 - o They also appreciate EOFPANJ
 - o From the pain points discussed during the meeting, we are having issues building community and corporate sponsorships.
 - i. That way we can support students for such things as personal items and if there is a way that we can create a central information hub that can assist each campus and Kim, I have you down here as volunteering to spearhead that project.
 - o Internships are another pain point - if we can develop an internship that people can tap into. Maybe send out a survey to people and ask them what kind of internship they have their students do and maybe if we can centralize (I don't know how to do this), some of that information. **Al-Lateef Farmer:** We have the members only page on the website. This is an area where membership can really have its value. Where we can create a hub on the website for internships, community partnerships. Maybe that's an area where that can live.
 - o One thing people would like to see at the conferences and in general are more diverse topics because for some schools this is their only professional development.
 - o Would like to know about all the events that are happening. Can emails be centralized to one location?
 - o OSHE and EOF deadlines are very close together - if there can be a streamline delivery for better planning and as of right now there are 3 deadlines that are all due on the same day. If possible stretch out different deadlines.
- **State College and Universities - Natalie Quiñones (North)**
 - Second State Sector Meeting (John Marshall and I) during 2024 EOFPANJ Spring Conference
 - o All schools were represented.
 - o Discussed best practices related to assessment/data collection, student success programs, student with disabilities, program engagement/compliance, and supervisory skills/team management.
 - o ***New: Do we have a listserv of former speakers, workshop presenters, etc?***
 - Governmental Relations Committee (Last Met on 3/7/24)
 - o **Community Partnership**
 - i. Follow Up - Will be submitting community partnership form with NJ Black Empowerment Coalition (NJBEC)& NJ League of Women Voters
 - ii. Upcoming Events Hosted by NJBEC & NJ League of Women Voters:
 1. 3/12 at 6 pm - Understanding the State Budget Process
 2. 3/19 at 6 pm - Understanding NJ Local Government
 3. 4/16 at 6 pm - Understanding Local Schools Boards
 4. 5/1 at 6 pm - Voter Registration
 5. 5/16 at 6 pm - No Voter Left Behind: GOTV

o **Advocacy**

- i. Senator Teresa Ruiz introduced a bill on January 9, 2024 and reported from Senate Committee (2nd Reading) on March 4, 2024
 1. The bill is requiring real time information regarding the overall enrollment process. EOF operates on an allocation process, but the bill assumes otherwise. It does not recognize the admission and enrollment process for EOF and institution at large is a dynamic process.
 2. Portia Muehlbauer (Rutgers - Governmental Relations Committee) created a [lobby letter template](#) to explain how this bill impacts EOF State Programs
 3. **Action Items to Consider:**
 - a. Contact Ruiz' office to clarify the intent of the bill & Contact Senator Joseph Cryan and Vice Chair Andrew Zwicker of Higher Education Committee
 - b. Attend the next hearing and advocate by testifying why we're not in agreement with the bill.
 - c. Contact campus directors to encourage program and campus community involvement.
 - d. Contact Organizations and speak with Governmental Relations Staff
 - i. New Jersey Council of County Colleges (NJCCC)
 - ii. New Jersey Association of State Colleges and Universities (NJASCU)
 - iii. Independent Colleges and Universities of New Jersey (ICUNJ)
- ii. Advocacy Tool Kit
 1. Committee will be updating the document by next Friday, March 15

o **Student Day at the Capitol**

- i. Portia - Developed a [slide deck](#) with information on EOF history/present/future, budget, NJ Politics, advocacy, etc.
- ii. AESNJ - Contacting student speakers and Professionals who can nominate a student speaker; collecting student testimonials.
- iii. Natalie - Working on a digestible Informative/Resource [booklet](#) to have viewable for scholars through a QR Code
 1. Including Student Testimonials gathered by Chrysten (AESNJ)
 2. Adding a Student Guide of the Legislative Process
 3. ***Do we have a folder of pictures from scholars & professionals across the state?***
- iv. Interactive Activities
 1. "What does EOF Mean to you..."
 2. Live Video Reflections for social media with Marie (Public Relations)
- v. Logistics:
 1. Registration: 40 Scholars, 31 Professionals (4 virtual)
 2. Speakers: 6 scholars, 3 professionals
 3. Legislators: *Spoke with Danielle Jones - was advised to email legislators a few more times.*

- **Members-At-Large**

- Initiatives - Christine Millien
 - No report.
- Assessments - Khayriy Tilghman
 - First meeting held on February 14th.
 - i. Planned to create an assessment for the spring conference. I will be working with Christine to get the results from that so that we can unpack what that looks like.
 - ii. Next meeting will be on March 13th. Start to plan the rest of the spring and summer.
 - iii. More immediately will be working with Terrence for the Men of Color event on the 28th and for the end of April for the retreat.
 - iv. Next we will try to scale out a larger assessment across the state to try to supplement the things that the annual report for the state may not capture.
 - v. Looking for another formal assessment tool. Right now we are using Google Forms.
- Emergency Funds - Viviana Zambrano
 - No report.
 - i. Al-Lateef Farmer: Make sure you share this with your programs. She has a low number of applicants and we do have funds.
- Arrigo Rogers Scholarship - Kim Quick
 - Initially we started out with \$6,000. We received the additional \$4,000. We are looking to add additional funds to those who were already awarded. There were two students who were in a tie and we couldn't decide who to give it to. I was only able to award one but now I can go back and award that student. Those awards will bring us to \$9,500 and we have a balance of \$500. Not sure what to do with that. If nothing else, it has to go to a student, then I will divide it up between all of the winners.
 - Moving forward, we want to start early. We need the date of the spring conference. We want to notify them about a month in advance because we want to make sure that they are there and can attend.
 - The goal is to bring it back to the fall conference so that students can be recognized and loved on and take pictures.
 - This is the 20th year of the scholarship and I want to get with the committee to think about how we really want to celebrate his legacy. Can we reach out to his family? Maybe they would like to present awards to students?
 - We will be making changes to the rubric and making sure that we capture the absolute best students.
 - Question: **Al-Lateef Farmer:** For the remaining \$500, is there another community college student that we can award? **Kim Quick:** We could. **Arthur Horn:** Anybody over \$600 will need a W9. **Kim Quick:** Yes. **Al-Lateef Farmer:** Tentative date for fall conference is November 8. **Ruben Melendez:** It's \$5,000 and not \$4,000 that will go to Arrigo Rogers. **Al-Lateef Farmer:** We can talk offline about what you can do with it.
- Technology - Dr. Alex Delgado
 - No report.

j. **EOFSAA**

- No report.

k. **New Business**

- Al-Lateef Farmer; Open Board position for Public Research Central/South.
 - Dr. Brett Pullium volunteered. He is ready to join. He needs to be appointed and voted on.
 - I would like to appoint Dr. Brett Pullium to be our sector rep for Public Research Central South.
 - No discussion
 - **14 (Y), 1 (N), 0 (A)**
- **Opportunity for members on the call to bring to the floor anything they would like to discuss.**
 - No discussion.

l. **Announcements/Comments:**

- **Ivory Luke:** It was brought up during the spring conference that Johanna Romana wants to get rid of the two community sectors and make it one. I disagree. Al-Lateef Farmer: The needs geographically in the state need to be present in the space. But also if we ever return in person it will cut down some of the travel. It's completely unfair to have certain schools travel north most of the time because that's where the larger concentration of schools are. It makes sense to do it all together but at the same time as you found out through the salary, there's a disparity. **Ruben Melendez:** She can bring it up through a member's proposal and the board can decide whether to move forward with that.
- **Liz O'Brien:** A few years ago, we had the #IAMEOFNJ done in April to bring awareness to EOF. I wanted to bring this back and revisit it. The last time I saw a standard thing was in 2021. There was a template that was made with the EOFPANJ logo and information that was sent out for us to use for having a consistent message. In Monmouth, we have continued that. **Al-Lateef Farmer:** Sounds like Marie said yes we are bringing it back. For April we can create a campaign for awareness and will push it out through social media. But to the sectors please also push it out. Try to get Trenton in on April 19 as a hashtag.
- **Terrence C Harris:** The Black Brown College Bound has been a great experience so far. Hopefully we can continue to do this in the future. Students met Sugar Ray and Common.

m. **Next Meeting: April 12, Monmouth University**

Adjournment

Motion to adjourn meeting by Ruben Melendez

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