

**EXECUTIVE BOARD MEETING MINUTES**

BOARD MEETING DATE: May 10, 2024

LOCATION: Bergen County Community College

OFFICE/COMMITTEE: Recording Secretary

COMMITTEE MEETING DATE:

PERSON(S) SUBMITTING FORM: Dr. Debora Rivera

**I. Call Meeting to Order at 10:18 AM**

**II. Roll Call**

- a. Roll Call by Parliamentarian, Ruben Melendez

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

**III. Adoption of 2024 April Executive Board Minutes - Not complete yet.**

**IV. Approval of Agenda**

**Motion to approve the meeting agenda:**

**Moved by Christine Millien**

**Seconded by Florangel Cabrera**

**Comments/Questions:** None

**Vote:** 11 (Y), 0 (N), 0 (Abstention)

**Motion Passed**

**V. Old Business**

- a. None

**VI. EOFPANJ Reports**

**a. President**

- Offered condolences to Board members who have lost loved ones. We always say EOF is an Extension of Family.

- Sector Rep Update - The load on the community college sector is heavy. I will formally notify Joanna, but I would just like to make you know now that we are going to move forward with impeaching her and moving Ivory to Community College North now that she has now changed institutions and then we'll find a representative of the south. Ruben, you and I can work out how we need to make that happen, but I wanted to make sure that was on the record going forward.

#### **b. Vice President - Information Only**

- 4/13: Email - Google Drive:  
[https://drive.google.com/drive/folders/18Ct8e5I-p\\_uDImAcWqvyIrl2C65GOC08?usp=sharing](https://drive.google.com/drive/folders/18Ct8e5I-p_uDImAcWqvyIrl2C65GOC08?usp=sharing)
- Advocacy efforts – Govt Relations meeting 5/7
  - Came up with a plan of how we would do advocacy now. We have a toolkit that was updated and reviewed by the President and Dr. Carter from OSHE. We are ready to release that to the student body. We will release it to directors and ask them to share it with their programs. They will get clear instructions on how to disseminate the toolkit to their students and how the students should write the letters and do the videos and then how to send them to the legislators.
  - We will also host a virtual town hall during CTI to go over what the email states about disseminating the toolkit and how to do that. The email should go out soon as we set up the language that we want to use.
- EOFSAA update
  - We do have an individual who is interested in taking over leadership of EOFSAA and so they are able to have formal elections come January and that is Dominic Bowman, Assistant Director of Rider University. The President will officially appoint him as President of EOFSAA; Interim President of EOFSAA. He will take over that organization until elections.
- Committees-[https://docs.google.com/spreadsheets/d/1sizm4Gs2jNsemGYrgxPFqVFMHn5DrIc1SzmPcYudw\\_g/edit?pli=1#gid=731704178](https://docs.google.com/spreadsheets/d/1sizm4Gs2jNsemGYrgxPFqVFMHn5DrIc1SzmPcYudw_g/edit?pli=1#gid=731704178)
  - Committees should be giving updates on the tasks they are heading during our meetings.
- Regarding our special initiatives projects with Men of Color, LGBTQ+ and Women of Color, they were all successful.

#### **c. Parliamentarian**

- The area I want to highlight today is the Fall Conference. As you know with the constitution and especially with the most recent amendments that we made, it gives us a guide of when things should be done. There is a time period of when the Fall Conference Committee should be meeting in preparation for the upcoming Fall Conference.
- In working with Chrysten for the Fall Conference Committee, I can definitely say that they are on that timeline. In my conversations with them, I know that they are meeting so that is good.
- In terms of my committee report for the Fundraising Committee, I don't have the data in front of me, but our big event this year was the vendor tables that we had at the Fall Conference. We generated a nice revenue for the association and we were able to award additional scholarships with. I will work with Marie because what we did with the vendors, we gave them advertisements on our website through August 31st. So we will look to re-engage with those vendors to reup with us for the next year. We started this with the spring conference, we packaged if you will, vendor tables at the conference and also website advertisement. We will look to do something that encompasses the entire year so the rate may change a little bit because we are going to look at an entire year's worth instead of six months.

- One of the ideas when we did meet was looking at Fall Conference and an internship fair. I know Chrysten is already on that. I already had a conversation with her about creating a space for that at the Fall Conference.
- With the vendors, Trill or Not Trill is going to present today at 11am. They purchased a table but were not able to make it so I wanted to offer them the opportunity to present their services.

**d. Treasurer's Report -**

- No report, but we will make it available to the community as soon as we can.

**e. Financial Secretary's Report**

- Membership Dues Received
  - Rutgers New Brunswick - \$330
- Other Checks Received
  - Rowan College South Jersey - \$500 - Spring Conference
  - Middlesex County - \$25 - Fall Conference

**Motion to accept Financial Secretary Report as submitted:**

**Moved by Terrence C Harris**

**Seconded by Christine Millien**

**Comments/Questions:.**

**Vote: 11 (Y), 0 (N), 0 (Abstention)**

**Motion Passed**

**f. Corresponding Secretary's Report**

- Checks were received from the following institutions as of May 10, 2024:
  - Middlesex College
  - Rutgers Pharmacy
  - RCSJ- Cumberland

**TOTAL: \$1,080.50**

- Additional Correspondence
  - Bank of America – Paperless statement notice
  - State Farm – Certificate of Status
  - County College of Morris - Uncashed check notice.
- The details related to the checks will be included in the Financial Secretary or the Treasurer's Report.

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

**Moved by Christine Millien**

**Seconded by Alan Manzueta**

**Comments/Questions:.**

**Vote: 11 (Y), 0 (N), 0 (Abstention)**

**Motion Passed**

**g. Public Relations Officer**

- Terrence C Harris on behalf of Marie
  - I know she has been working hard on updating the website. It is up to date with the events that we put on. **Ruben Melendez:** Can you pull up the website so that I can show the people at home where the sponsor and vendor information is.

#### h. AESNJ

- Fall Conference is coming up November 1st at Kean University. We changed the date because FirstGen Day is November 8th.
- We would love a bigger committee this year because we need more help. From the Chat: Ivory Luke said she would join as well as Tatyana Aguilar.
- One idea we had was having student facilitated conversations in one of the workshop slots. A big theme that came up in our AESNJ meetings is that a lot of the students want to connect with one another. And then at conferences, we talk to them, instead of having them talk to each other. We were thinking about doing a training process and teaching them how to facilitate a conversation like being a first gen college student.
- We are also partnering with Dr. Sabb-Dumas so we can have the different EOF Ambassadors from different campuses to go out there and move more. And learn how to promote EOF - that's the main thing.
- Questions:
  - **Al-Lateef-Farmer:** So we are looking at Kean for the Fall Conference. How many people did we have at TCNJ? **Chrysten Colacicco:** I believe 350 people. **Alan Manzueta:** We were planning on having about 400 people in total. **Chrysten Colacicco:** Kean can accommodate 350-500. It's going to be Down's and then NAAB. **Dr. Andre Turner:** What is the timeframe? **Alan Manzueta:** 9am -3pm with different breakout sessions. **Terrence C Harris:** Email [AESNJ@eofpanewjersey.org](mailto:AESNJ@eofpanewjersey.org) or [aesnj2@eofpanewjersey.org](mailto:aesnj2@eofpanewjersey.org) if you are interested in joining the committee. **Liz O'Brien:** Maybe we can have a table for the special initiatives even if the programs aren't finalized - just to talk about what the intention is and gain some interest. I think hearing things directly from these areas are helpful.

#### i. Statewide Recruitment Ambassador Initiative

##### ● Ongoing Actions:

- Prepared the Blip Board for the OSHE awards ceremony, graduating Seniors, and welcome to EOF incoming EOF students. Analytics explained:
  - Dates: April 18<sup>th</sup> – 20<sup>th</sup>
    - i. Total Blips = 7,884
      1. 2,703 Blips – April 18<sup>th</sup>
      2. 2,762 Blips – April 19<sup>th</sup>
      3. 2,419 Blips – April 20<sup>th</sup>
  - Location
    - i. Lodi
    - ii. North Brunswick
    - iii. Cranbury
    - iv. Voorhees
    - v. Gloucester Township
    - vi. Bordentown
  - Projected Gender
    - i. Cisgender Male – 37.78%
    - ii. Cisgender Female – 40.86%
    - iii. Non-Conforming/Non-Binary – 21.36%



**Congratulations!**

New Jersey Educational Opportunity Fund (EOF)  
Office of the Secretary of Higher Education  
1466 Academic Scholars

*Your success makes New Jersey Strong!*

- Working to create Blips for all graduates which will run **May 16<sup>th</sup> – 19<sup>th</sup> (4 – days at \$100/day)**
- Creation of Blips for incoming students
- Collaborations/Meetings
  - AESNJ (See attached notes)
    - Met with advisors to outline a plan for assessing schools with EOF student orgs to solicit a group of student to participate in a training opportunity
    - Met with current AESNJ Student Advisory Board to discuss/solicit student voices on how to get students involved
    - Future actions:
      - Write an OSHE grant to solicit funds to support 2 days of weekend training for students in the fall with a comprehensive conclusion at the AESNJ Fall Conference.
  - 2-Year Sector Reps (See attached notes)
    - Discuss transfer form concerns (charged the sector not to disregard the current process but simply see how they can make it fit everyone's needs – make it better
    - Discussed creation of annual regional transfer fair working with AESNJ student ambassadors
    - Write an OSHE grant to support each fair
  - Update the process for training ambassadors and updating information shared about EOF
- Continue connections with CBO's and schools

**j. Trill or Not Trill Presentation from Lenny**

- Contact Information
  - Email: [info@trillornotrill.com](mailto:info@trillornotrill.com)
  - Website: [222.trillornotrill.com](http://222.trillornotrill.com)

**k. Sector Reports**

- **Community College - Ivory Luke**
  - Community College Summit on May 20th. The last count was 25 people. We are asking for Directors to send out the information to their people. We want to have more people sign and get an accurate count for food.
  - Working to get a full presentation together about the part-time initiative that myself and Daniel Langford have been working on. This is going to be a longitudinal study and we are going to ask that all community colleges participate in it. We will get that study and do the study at the conference itself.
  - We still have low participation in the pay disparity issue. I don't know whether to do it at this point, so maybe I will just let it go. I did send it out to everyone again. I would like for people to fill out the form so that we can have some basis for research. If anything, I will probably go to the back end and for it since it is public record. It's not something I want to do, but if there is no participation then maybe it is something that I will have to do. **Al-Lateef Farmer:** Can you explain a little bit more about the survey you want to do for pay disparity? **Ivory Luke:** I am trying to have a basis to say that there is disparity in

the state based on where the institutions are located and based on the different qualifications for each position. What I am asking for is for people to submit what they are getting paid and what the job description is because although all positions are titled differently, some of them are the same or getting paid differently from north to south. The rise in cost of living is getting higher and so our salary in the community college sector is not keeping up with that on the statewide level. This has been especially true for those that are in the south who have lower pay than us because they assume that cost of living is cheaper down there; which is it, but the pay and the cost of living are not the same. It's not enough to sustain anybody. My goal is to get this foundational research together to say that this is what people are getting paid, this is what the average cost of living here is and this is what they are getting paid who technically have the same job. And then pull other research into it so that we can have a standing chance to make an argument to whomever the powers that be statewide to say that the pay needs to be raised. **Terrence C Harris:** Are you sending out the survey to all Directors or to all staff members? Second, are you thinking about presenting this at CTI for the community college sector? **Ivory Luke:** I am sending it to everybody in my sector. I've spoken to different directors and they were saying that they are having an issue with the HR department releasing that information. But we are public institutions so it's public record. Second answer is no, but I will, I guess. **John Marshall:** Ivory, are you asking about people's state title versus whatever their title is? **Ivory Luke:** I'm asking what their job title is and not their state title. **John Marshall:** My suggestion is go by the state title. Second, Stockton is doing something very similar. I talked to Flora at Stockton. You might want to reach out to her because she's doing it not for the community college sectors but the state sectors so maybe y'all can work together. **Ivory Luke:** Okay, thank you.

- **Independent** - Jose Rodas - North

- No report.

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

- Invited all independent sector directors to meet on 5/8/24.
  - o Members of OSHE and various program directors met and talked about the policy and procedure manuals that are due 7/1.
  - o After OSHE signed off, directors chatted about upcoming Director Summit and recent events on campuses:
    - i. Asked for information ahead of time since some programs have their own department retreats and other events the same week since they didn't know the dates early enough to plan around.
    - ii. Many graduation celebrations/awards.

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

- Mental Health Workshop toward the end of May. Tentatively we have Friday, May 31st from 12pm to 1pm but waiting on confirmation from the person who's going to be doing the workshop.
- We are also planning to have some type of discussion in June just talking about how things have been changing on campuses. In the invitation I am going to release, it will ask what are some topics they would like to talk about so that we can discuss. Topics might include:: recruitment, FAFSA, etc.
- Will release a survey asking the sectors what they are looking forward to for the following year because the workshops will be based on what they said at our most recent conference in the spring.

- **State College and Universities** - John Marshall (Central/South)

- No report.

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

- No state sector report
- Governmental Relations Committee (Last Met on 5/7/24)

- **Advocacy**

- i. Advocacy Tool Kit

1. The document has been reviewed and updated.
  - a. Multimedia approach – letters, video scripts, etc.
  - b. Brainstorming on podcasting ideas, social media, and communication plans.
2. John Marshall will send out an email with specific information.
  - a. Sector Reps to select a Point of Contact per program.
  - b. Implement information and efforts during the Summer Program.
3. A follow-up on EOFPANJ Advocacy efforts will be further explained at CTI on Thursday, June 6, at 9 am.
  - a. Hybrid option available.
  - b. **John Marshall:** The most important thing that we want to get across is that we all have the same voice when we are sending out this information and we're interacting with legislators. This has been repeated time and time again. Also, we just need to interact more with our legislators. About  $\frac{1}{3}$  of them are brand new and they have no clue who we are. **Christine Millien:** Did we ever discuss the bill? If we are taking a stance on a bill, maybe we should come up with a formal process as a Board to allow the general public to give feedback because if we're deciding how to respond to a bill and then the general population doesn't agree that can cause an issue. **John Marshall:** While I hear you and that's how things should go, for this particular bill, it is strongly suggested that we don't move in that direction because again, it's easier and it's already been vetted and reviewed and it's definitely something that is not going to be beneficial for us.
  - c. So this bill is S2208 which is a bill that's been put up by somebody who is fairly pro EOF and the intentions of the bill is to make it easier for students to find EOF programs that have openings in them so that let's say they get denied from one EOF program, they can then apply to another EOF program. The way they want to do this is by creating an EOF dashboard that is real-time showing how many slots the EOF program has available to them. Having a real-time dashboard of available spaces and where students are in the process, especially for our population, is next to impossible. It's creating an ask for our programs and our admissions office that we are not going to be able to do. We don't have the manpower to do that in real-time. So the bill even though it's asking for us to provide transparency to the students, it's asking for us to provide transparency in a

way that we're not going to be able to do. It has good intentions, but we won't be able to realistically do as a program.

- **Members-At-Large**

- Initiatives - Christine Millien
  - o Revolutionary Love Round-Up
    - i. Thank you to the team (AESNJ & Jose Lopez)
    - ii. Thank you to Terrence and Al-Lateef for their support
    - iii. Although it was a quick turnaround, it was a phenomenal and needed event
    - iv. Suggested event for National coming out day October 13.
    - v. Will send survey results to Khayriy
      - 1. Two comments from survey:
        - a. Please continue to have more events and educational opportunities to teach the masses and raise awareness. Can be both virtually and in person. This was awesome! I'm looking forward to what's next.
        - b. It would have been very nice to see more EOF professionals here learning about the community.
  - o Feedback:
    - i. Unfortunately, we need to be more selective in choosing, and or giving opportunities for individuals to have leadership opportunities. Although I believe we all have good intentions, these are major events with special funds. While I understand that we all have things going on, when individuals become unresponsive, we are not only doing a disservice to the board, but a disservice to the students.
      - 1. We need to be including LGBTQ topics throughout all of our events. For example WOCI, MOC, because we have students that intersect. It's also important for non-identifying students to understand the topics discussed so that we can develop a more inclusive environment .
  - o Calendar Meeting
    - i. At the fall retreat, can we prioritize creating a comprehensive calendar with events and dates. Even if we don't know how much special project funding we will receive, we can map out tentative dates.
- Assessments - Khayriy Tilghman
  - o No report.
- Emergency Funds - Viviana Zambrano
  - o EAF Committee Members
    - i. Tieka Harris- The College go New Jersey
    - ii. Kristina Jones- Kean University
    - iii. Anna Samedas- Mercer County Community College
    - iv. Kevin Ageymon-Brenfo- Montclair State University
    - v. Viviana Zambrano-Kean University
  - o Received 4 requests this year.
    - i. The board voted and approved on 3 requests in the amount of \$250 each
      - 1. St. Peters's University
      - 2. Kean University
      - 3. Ocean Community College
    - ii. The last request was received yesterday.



- o During the December meeting the board voted on the following dates to open and close the form.
  - i. Fall 2023, Close- September 15th (close)
  - ii. Spring 2024, Open- January 2nd (reopen)
  - iii. Spring 2024, Close - May 3rd (Close)

**Motion to accept the open and close dates as submitted :**

**Moved by Christine Millien**

**Seconded by Florangel Cabrera**

**Comments/Questions:.**

**Vote: 11 (Y), 0 (N), 0 (Abstention)**

**Motion Passed**

- Arrigo Rogers Scholarship - Kim Quick
  - o No report.
- Technology - Dr. Alex Delgado
  - o No report.

● **CTI Committee - Faheed Washington**

- Committee will be there June 3rd.
- Workshop committee met - we paid all of the workshop presenters. We will be contacting them to let them know the times they will be presenting.
- I sent over the contract that we finally received from Rider to yourself and Al-Lateef to review and get that signed so that we can give it back to the conference department here at Rider. We paid a deposit for that.
- We have 55 registrants out of the 60 we were trying to get.

● **Directors Summit - Dr, Andre Turner**

- Will be at the Doubletree by Hilton in Princeton, NJ. Opened up on Tuesday and we have 25 registrants. We have 40 spots available including those in the committee.
- If you have any questions, reach out to me or Al-Lateef or Tieka. Our theme is Relax, Relate and Release.

● **Tri-State - Dr, Andre Turner**

- It will be next year, 2025. It will be in Albany, NY. April 4 - April 8. Hilton Hotel.

**I. New Business**

- New Presenter/Service Contract:
  - [https://drive.google.com/drive/u/5/folders/1JldSamwCp-0aSA8s7fC\\_rHp9J1DTFvea](https://drive.google.com/drive/u/5/folders/1JldSamwCp-0aSA8s7fC_rHp9J1DTFvea)

**m. Announcements:**

- Happy birthday to May birthdays
- Viviana Zambrano was promoted to Director of her area.

**n. Next Meeting: June 6, 2024 at Rider University**

Adjournment

**Motion to adjourn meeting by Ruben Melendez**

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