

Meeting of the Executive Board

September 10, 2024 | 10:00 am | Padovano Commons

ATTENDEES: Abbe Benowitz, Reilly Cox, Karley Berrios, Ariana Rivera

AGENDA/MINUTES

1. Welcome Back
2. Meetings
 - a. Weekly E-Board Meetings
 - i. Tuesdays at 11am in Padovano or virtual, as needed
 - b. General Membership Meetings
 - i. 9/19 @ 12noon in Padovano - lunch included
 - ii. 11/18 @ 2pm in Padovano
 - c. Meetings with President Jebb - Mansion Boardroom
 - i. 9/23 @ 2-2:45pm
 - ii. 10/22 @ 2-2:45pm
 - iii. 11/22 @ 11-11:45am
 - iv. 12/20 @ 11-11:45am
 - d. Board of Trustees Meetings - 6pm in Pavilion - Abbe will be attending.
 - i. 9/30
 - ii. 2/3
 - iii. 4/28
 - iv. 6/30
 - e. Committee Meetings. If you cannot attend, please find a replacement and let Brittany know.
 - i. Mission Fulfillment (Kerri). 4pm on 9/18 (3pm), 1/22, 4/9, 6/18
 - ii. Audit (Reilly). 5:15pm on 9/19, 1/23, 4/10, 6/17
 - iii. Resources (Karley). 4pm on 9/19, 1/23, 4/10, 6/17
 - iv. EDIC (Ariana). Fourth Thursday of the month

3. Budget

- a. Abbe sent an email to Brittany asking if funds will be available by 9/19. We will need to use personal funds to pay for things then put in for reimbursement. **Kerri - are you still good with doing this?**

4. General Membership Meeting on 9/19

- a. Lunch - pizza and salad and cookies. drinks - we have about 36 bottles of water and snacks in Abbe's office. Order from Sonny and Tony's. Check responses for need for gluten free pizza; no cheese on salad. Order the day before. Karley to get cookies.
- b. 30 yes's so far
- c. Agenda items
 - i. Good news! Budget increase, Potholes in Lot A were fixed, Parking in Mackin/Bischoff for staff/faculty
 - ii. Reminder about Thanksgiving Break (full work day on 11/27. College closed on 11/28 & 11/29. You do not need to charge time for 11/29.
 - iii. Reminder about Winter Break. Staff can work additional hours to use for Winter Break. Details found on POER site. (<https://www.ramapo.edu/poerd/calendar/>) Talk to your supervisor about this. All Managers/Directors received an email about this. Winter Break Days to charge time 12/24, 12/26, 12/27, 12/30 and 12/31. Staff can also choose to work the Fall Holidays (Columbus Day, Election Day, Veteran's Day) and earn comp time to use during Winter Break.
- d. Events to be planned for the Fall Semester
 - i. "A Day in the Life of" series with POER. Inviting a different time each time to share what their workday is like and how their office operates. Will be held during a lunch time - bring lunch and we will provide a treat. First up is the Berrie Center. October 21st 12-1
 - ii. Cookie Exchange and Contest on December 9th! More details and a sign up will be sent around. Would anyone like to help out with this event?
 - iii. Game Night with FA and SGA to be planned for the Spring Semester
 - iv. Tabling Events
 - 1. 11/14 @ 2pm Thankful Thursday. Apple Cider Donuts. Hot Cocoa or Cider
 - 2. January with no students tabling
 - v. Kudos to be continued!
 - vi. Reminder about POER Wellness Events. Reminder about State of the College on 10/16 @noon in Friends Hall.
 - vii. Ask if anyone wants to spearhead the Staff Spotlight (ask Sarah first)
 - viii. Disability Awareness Month in October. What is happening in your area that you want us to know about?
- e. Other
 - i. Anyone have time/interest in doing the newsletter or Staff Spotlight?
 - ii. Daily Digest entries - who can take this on for all of our events?
 - iii. What else should we do?
 - 1. Raffles at table event in November - or gift basket. Prizes for cookie exchange.

- a. Raffles are a good way to get staff involved - I can ask Anthony if he is willing to donate a RCNJ T Shirt as we have them in Admissions? Otherwise maybe we change it up at each event?

Ideas for 2024-2025

- Rita's again in the Spring
- Trivia night in Spring with POER
- Smore's in Fall (ask POER how they did it)
- 2-3 General Meetings
- Raffles at each event (\$10-\$15 Amazon Gift Cards)
- Baking Contest - Who Makes the Best _____? Holiday Cookie Party?

- "What Does _____ Do?" Series with POER.
 - Admissions
 - Berrie Center
 - Student Accounts
 - Events and Conferences
 - Student Success
 - OSS
- Game Night with SGA and FA