

# Meeting of the Executive Board

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September 17, 2024 | 11:00 am | Padovano Commons

**ATTENDEES:** Abbe Benowitz, Reilly Cox, Karley Berrios, Ariana Rivera, Kerri Castellano

## *AGENDA/MINUTES*

1. RSVP for General Membership Meeting this Thursday. Abbe to order pizza and salad. Need some help bringing water/snacks over to Padovano at 11:30. - 8 plain pies, large caesar and garden. Deliver to Berrie Center at 11:15.  
862-812-3171 Karley
2. Review Agenda - Reilly?
3. Budget - Abbe emailed Amy to ask what our exact amount is for the year
4. Staff Spotlight - Sarah - are you interested in doing this?
5. RSA/FA/SGA event in Spring. Abbe sent an email to Victor and Ken about doing Game Night in the Spring
6. A Day in the Life of the Berrie Center planned for 10/21 at 12noon-1pm at the Berrie Center. Can everyone make it? We should do an RSVP for this and send it out about 10 days before the event. Bring your own lunch. We will provide the desserts.
7. Admissions in Spring for A Day in the Life Of...
8. <https://www.ramapo.edu/poerd/calendar/> - POER site for optional adjusted schedule

## 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. Shared Governance Meetings with Pres Jebb, FA and SGA (Abbe and Karley to attend)
  - i. 9/23 @ 11:30-12
  - ii. 10/31 @ 12:30-1
  - iii. 11/21 @ 12:30-1
  - iv. 12/16 @ 11:30-12
- e. Board of Trustees Meetings - 6pm in Pavilion - Abbe will be attending.
  - i. 9/30
  - ii. 2/3
  - iii. 4/28
  - iv. 6/30
- f. 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

9. General Membership Meeting on 9/19

- a. 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.
- b. 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?

### 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