



**Executive Board Meeting
June 4, 2020
11:00 AM - 2:00 PM**

AGENDA:

- A. Call to order at 11:01 am
- B. In Attendance: Dave, Sonya, Rose, Darnelle Sarah, Chuck Abigail, Eric, Zach, Johnny, Heather, Colin, Danielle, Myra, Matt M, Kim, Adam, Tim, Matt F, Vinnie, Colleen, Kevin, Trish, Antonio, Jacob, Greg
- C. Approval of Minutes from February and March meetings
 - a. **Motion to Approve February and March Minutes made by Tim**
 - b. **Seconded by Matt F**
 - c. **Discussion**
 - i. **None**
 - ii. **Vote Passes 8-0-0**

New Business

- D. Current State of Nation
 - a. Dave started the meeting by leading a discussion about the current state of the nation and what is going on in the country. With the goal of discussing how everyone is handling things and how we can support our membership.
 - b. Board members shared their feelings and frustrations about the world events and the difficulties in balancing their emotional needs with the needs of their institutions.
 - c. What can we do as an organization?
 - i. Dave's suggestion of hosting a Professionals of Color discussion within the next two weeks. Not to be exclusionary to anyone but to give those professionals that do identify as people of color to come together and share their feelings and experiences.
 - ii. We cannot wait until August to put something on we need to be offering things for our members to support them.
 - iii. ResEd – What can we do tomorrow at the ResEd conferences?
 - 1. We need to take time to have a discussion and we cannot just think of it as a check box activity.
 - 2. We talked about different ways that we can give those attending the event opportunities to have the discussions and what the best format of that looks like.
- E. Annual Conference 2020
 - a. Currently if we cancel our contract, we will owe them approximately \$24,000. We could roll the dice and if the pandemic picks up again and they cancel on us in which we would not owe them anything, but we cannot take the risk of that much financial impact on the organization.

- b. Do we move our commitment to 2022 and use Niagara as our host site for that year?
 - i. We are required by the constitution to host a business meeting but not an annual conference.
 - ii. In looking at the dates for October 2022:
 - 1. Tuesday, October 4 - Friday, October 7, 2022 (Yom Kippur is evening of 10/4 - evening of 10/5)
 - 2. Tuesday, October 11 - Friday, October 14, 2022 (Columbus Day is 10/10)
 - 3. MACUHO will be October 18-21, 2022
 - c. **Motion to move the 2020 conference at Niagara Falls to October 11-14th 2022**
 - d. **Seconded Sarah**
 - i. Discussion:
 - 1. Johnny asked that everyone keep this to themselves until an official announcement is made so that we are not in breach of contract.
 - 2. October 11-14th 2022 seems to be the ideal date given the holiday and other conference schedules or our and other organizations
 - 3. Colleen expressed concern about how changing the conference dates will affect our corporate partners. They agreed to be Compass members with certain expectations and are not going to be able to fulfill their agreements.
 - ii. **Vote: 8-0-0**
 - e. Do we have a virtual Annual Conference?
 - i. Mock Schedule
 - 1. Sarah and Johnny presented a suggested schedule for what a virtual annual would look like. They did stress that this was a suggestion and not what they would have to go with, and it was open for discussions.
 - 2. Ideas included, starting at 10 am to accommodate the administrative work people might be having to do while still on campus. Offering different programming options including a pre-filmed TED-Talk so that people could present while not doing a live presentation.
 - 3. Maybe adjusting the schedule to be more accommodating by spreading it out into multiple half days as opposed to a two- or three-day conference. Will also help keep people more engaged and less fatigued from being on zoom or skype calls all day long What online platform best suits our needs?
 - 4. Do we need to be doing what we normally do and trying to do that in the virtual space? Or are there opportunities for us to do some new things and not just try to have the same old thing in a virtual space.
 - ii. Greg Presented on Accelevents which is a virtual conference software platform for us to host the annual
- F. ACUHO-I Virtual Summit (Tuesday, June 23 - Thursday, June 25)
- a. Best of Northeast still being presented
 - b. MACUHO/NEACUHO virtual reception - Tuesday, June 23 at 5 PM
 - c. Affinity receptions - Wednesday, June 24 at 5 PM

G. Furloughed Staff vs. Laid Off Staff

- a. Furloughed Employees are still considered a part of their institution, so they are then still considered members of NEACUHO. Laid off staff are no longer members of their institution so then they are no longer a member of the organization. We could look at expanding affiliate membership to cover those individuals.
 - i. Also how do we know if they have been laid off or furloughed with then having to disclose or use get their personnel records.
- b. **Motion to establish a task force to explore and make recommendations with how we can support staff and institutions who have to or are furloughed/laid-off. The task force would also be responsible for determining how to support institutions who have had their professional development funding removed. Made by Antonio**
 - i. **Seconded by Danielle**
 - ii. **Discussion**
 1. Matt asked some clarifying questions and laid out his plan for the board for next year which included a taskforce that was going to address issues like this as well as the overall financial stability.
 2. Tim explained that it's great to have that planned for the board next year but also there is some urgency given the states of everything.
 3. Dave expressed concern about us as an organization trying to fix everything
 - iii. **Friendly amendment to the motion to establish a task force to explore and make recommendations with how we can support staff and institutions who have to or are furloughed/laid-off. The task force would also be responsible for determining how to support institutions who have had their professional development funding removed. This task force would have to present their recommendations by August 1st made by Antonio**
 1. **Seconded Vinnie**
 - a. **Discussion none**
 - b. **Vote passes 8-0-0**
 - iv. **Returned to initial discussion:**
 1. Great to create a breakout group so we can have these discussions without the entire board needing to be together. Also, would be helpful for the group on next year's board to have their information as a running start come October.
 2. Myra suggested including some of the strategic plan subgroups as their goals might align with this conversation.
 - v. **Vote passes 8-0-0**

H. Board Member Updates

- a. **Assessment Coordinator** - 1. A survey was sent out to institutional contacts about the Annual Conference Planning, the Assessment Packet is included in agenda material today. 2. Strategic Planning - Assessment sub-committee continued with work, Myra and Rose have an update on that. 3. The evaluation for Res. Ed. Retreat is ready for tomorrow to be sent out to participants.
- b. **ResOps** - Two committee members wrote articles for the Navigator. Hoping to hold a zoom call on housing placements in the next few weeks. May focus it on how operations

folks are having conversations with students/parents who want room changes because they don't want to live with someone that is "Different from them"

- c. **Metro NY** - We have had 3 very successful Covid-19 Response Round tables for our district which have given schools an opportunity to brainstorm, share ideas, and discuss questions that are being asked on their campuses. There have been some great results, so the meetings are now weekly for the remainder of the summer. Topics have/will include: occupancy limitations, new assignments processes, navigating senior leadership relationships at the university, staff training, staff expectations, NY Governor response, social distance/isolation rules, mental health concerns of our students, RA staff cuts, move in, etc. We shortly discussed at today's meeting that we are excited to see what we do as an organization to combat racism on our campuses and in the community. A large portion (basically all) schools will have severely different budgets and professional development restrictions for at least a year (and expecting longer) so we will want to talk about as a board how we best serve the region if folks cannot pay for membership.
- d. **Past President** - Elections are in full swing. We have candidate (s) for each position. Nothing else to report
- e. **President** - 1. I will be working with Myra and Rose on the writing of the strategic plan to present to the board in our July meeting. 2. Based on the results and conversations in our meeting today, I will work with Sarah and Johnny to move forward with the recommendations. 3. Within the next 1-2 weeks, I would like to create a roundtable for our NEACUHO members of color to serve as a safe space for them to talk about everything that is going on. 4. I will be sending out a google form within the next week to get your mailing addresses for where you'd receive mail (specifically around October). If your address will be in limbo let me know. 5. Johnny, the MACUHO President and I are continuing our monthly calls to update each other and provide support between both our regions. We will be co-hosting the joint MACUHO/NEACUHO regional social at ACUHO-I's virtual summit. 6. Look out for information to come in the near future about the writing of transition reports to be submitted before the end of your term for your successor on Matt's board.
- f. **ResED** - The Residential Education Retreat is happening on Friday! As of May 3rd, we have 303 registrations representing 93 institutions. The retreat will consist of a keynote from Meredith Smith, five roundtables, and a post-retreat virtual social. As of right now, that's the biggest update!
- g. **Media and Public Relations** –
 - i. **Navigator**: Recently put out a spring edition of the Navigator- great content regarding conferences, operations, reflections, and shout-outs to staff. Call for articles for a targeted edition of the Navigator tentatively due **Monday, June 15th**. Originally just focused on experiences and action taken on campuses regarding COVID-19. Will now include an article on resources, campus conversations, reflections the impact of national protests on Higher Education and how we can help in larger conversations. Regularly scheduled summer edition will go out in early August. Submission deadline- **Monday, July 20th**. Focus on summer planning, more COVID contingency planning, online training, relevant topics. Colleen- Can I get an update on all ads? I want to make sure all the ones I have are accurate. Thanks!
 - ii. **Social Media**: Still looking for WFH Wednesdays to put on social media. Send them my way! Skipped this week to focus on NEACUHO messaging and to be

relevant to what is happening in the country that is much more important than some of us sitting at home safely with jobs still. Looking to go one more level and have daily Instagram posts: **Motivation Mondays** (quotes to start the week), **Topic Tuesdays** Dedicated to sharing resources, articles, books, podcasts on topics of higher ed, inclusivity, law, etc, **Work From Home Wednesday** (for the time being) and then later when we go back to “normal”, shifting to “**Which Campus Wednesdays**” where institutions can do a highlight with a sign up form to be spotlighted across the region. **#TBT**- Do we have pictures all in one place somewhere to pull from to highlight past conferences or events? **From the List serve Friday**- a recap of what we’re talking about to end the week

h. **Membership Coordinator** - We have 76 Institutional Memberships as of 5/27

i.

District Coordinators	Total # By DCs
MA: Antonio Willis-Berry	23
ME & NH: Chuck Crawford	9
ENY & VT: Zachary VanGelder	7
Metro NY (Zip 10 or 11): Vinnie Birkenmeyer	15
WNY (Zip 13 or 14): Courtney Albiker	9
CT & RI: Jacob Nathaniel	13

XXL School \$650.00	4
XL Large School \$450.00	11
Large School \$200.00	20
Medium School \$150.00	23
Small School \$100.00	18

i. **ACUHO-I Foundation Rep** - With the support of the 3Ps, I will be starting my campaign for the 100% commitment to the ACUHO-I Foundation. We all realize that this is a strange time for our profession, but the Foundation is doing even more now to support staff members, so if you can donate, I want to connect with you. ANY AMOUNT WORKS!!! You do not need to be in a pledge to satisfy our 100% Executive Board commitment. For those that are unable to donate due to layoffs and or furloughs, we have amazing folks who will step in and make a donation on your behalf. We can talk more when I reach out. I'll be connecting via email initially, and then via video chat at a later date. Thank you all for what you have done to support our students!

j. **Treasurer Elect** - I have been working with Sonya to update budget documents and needs as she works to finalize tax documents for the past year. Also working to provide updated access to the accounts online for ease of use for on-going banking needs and increased ability for mobile banking and mobile deposits within our work. Furthermore, working through analyzing costs associated with costs regarding processing of credit cards to see if there are better ways in which these can be reduced or mitigated in the future, more to come on this later.

k. **CT/RI** - There haven't been many updates in the district, at least none that have made their way to me. I think people are focused on the adjusted move-out schedules. I've sent a few emails related to COVID-19 and other updates, but I anticipate I'll be reaching out to express my support for the Black Lives Matter movement and general support for our members.

- I. **President Elect** - Will be presenting Slate of Events, Appointed Board Slate, and Joint Agreement at next board meeting in July for votes.
- I. Next Meeting's Agenda:
 - a. Strategic Plan
- J. Items for DCs to report to their districts?
- K. Motion to adjourn by Antonio and seconded by Greg at 1:53 pm