



HEO Council Executive Board Minutes

April 11, 2014

1:30 P.M.

Present: Janice Carrington, Sandrine Dikambi, Michele Doney, Nancy Marshall, Linda Mitchell, Johanna Whitton, Janet Winter

Absent: Inez Brown, Katherine Killoran, Marisol Marrero, Kevin Nesbitt, Carina Quintian, Rosann Santos-Elliott

Guest: Michael Scaduto

Call to Order: The meeting was called to order at 1:52 PM by Vice President Dikambi.

Adoption of Agenda & Approval of Minutes: The day's agenda was adopted with the following amendments: All reports other than the Treasurer's report were tabled. Under Old Business, the Custodial shortage was tabled. Under New Business, the item on CUNY staffing data was tabled. It was agreed that the remaining New Business items would also be tabled if there was not enough time to address them today.

The minutes from the March 7 Executive Board meeting were approved after the list of members present at that meeting was clarified.

Announcements & Reports:

Ms. Carrington reported that we have \$2045 remaining for the year, of which \$1500 will be spent on food for the May 7 HEO Council meeting to encourage attendance, and the remaining funds would be used primarily for printing costs associated with elections. A copy of the Treasurer's Report and the menu options for May 7 appear below.

All other reports were tabled.

Old Business:

Further Changes to the Proposed Charter Revisions: During the March 14 HEO Council meeting and via email since then, several formal and informal proposals have been received from HEOs for further amendments to the HEO Council Charter. Board considered each suggestion to see whether some of those changes could be made now rather by the Board in order to keep the May 7 meeting from dragging out and risk losing a quorum before the entire revised charter can be voted on as a whole. A copy of the master charter revisions document along with all compilation of all of the proposals

received for further changes can be found below. Michael Scaduto attended today's meeting in order to advocate on behalf of the proposed changes he has submitted, which appear below. In consideration of all of the proposals received, the following motions were made:

Motion: For the purpose of determining the number of divisions electing divisional representatives, the Office of the President and the Office of Legal Counsel will remain combined as a single division but Marketing and Development will be separated into its own division, as suggested by Jennifer Lorenzo, Michael Scaduto, and others. Motion was seconded and passed unanimously.

Motion: The new model of proportional representation submitted by Michael Scaduto will be adopted as presented (see document, "Comments & Suggestions as of April 7", below). Motion was seconded and there was discussion of the pros and cons. The model being proposed keeps one representative elected from each division, but the rest of the representatives will be elected from among all the HEOs by all of the HEOs and not originate specifically from a division. Among the pros were the idea that an individual may not believe the most capable representatives are from their own division, and that there are moments in the life of the college when particular divisions experience a greatly increased workload and may not be able to spare so many people to serve (such as Enrollment Management right now with the CUNYfirst implementation). Cons included the idea that for people who are more timid, newer to the institution, or otherwise not widely known, it may be harder to win votes from across the entire college than from within a person's own division. The motion passed unanimously.

Motion: The new language for Article II submitted by Michael Scaduto will be adopted as presented (see document, "Comments & Suggestions as of April 7", below). Motion was seconded, there was discussion of the pros and cons, and the motion passed unanimously.

Motion: The term of office for members of the Executive Board should be reduced to one year, as suggested by Christina Czechowicz. The motion was seconded and there was discussion of the pros and cons. There was general agreement that the most compelling argument against this change is that one year is too short a period of time to serve. Several of the members present expressed that it takes a full year to really understand the position and get good at serving in it. The motion failed with no votes in favor, five votes against, and zero abstentions.

Motion: Article III of the revised charter would be further revised as follows: In Section 2, in the paragraph entitled "Nominations," an additional sentence will be added at the end of the paragraph as follows: "Divisional Representatives to the HEO Council will be nominated by HEOs of their respective divisions." In addition, in the paragraph entitled "Ballots," after the first sentence, an additional sentence will be inserted that reads, "Ballots for Divisional Representatives will be distributed only to HEOs within their division for a vote." In addition, in the last sentence of that paragraph, the phrase "within two weeks of the date distributed" will be deleted and replaced with "by a deadline designated by the Executive Committee to be approximately two weeks from distribution."

Motion: The following language shall be inserted at the end of Article II: "No member of the Executive Committee may serve consecutive terms in the same position totaling more than four years." The motion was seconded and there was discussion. This motion was made in response to a suggestion during the March 14 meeting that term limits for executive officers be included among the charter revisions. The board agreed that there should be limits on the number of consecutive terms a member can serve, but that it should not be a lifetime limit because someone with previous board

service should be able to run again in the future after giving others a turn. The language chosen reflects a total number of years rather than a total number of terms because the terms of College Council representatives are only one year whereas all other Executive Committee members serve two year terms. The motion passed unanimously.

The final suggestion received was a concern that such a large group of elected representatives was too ambitious and it would be difficult to find so many people willing to serve. After some discussion, there was general agreement that the board did not share this concern, no motion was made, and the matter was not voted upon.

Quorum Update: Ms. Dikambi noted that some people on the March HEO list we received from Human Resources are not currently working and should not be included in the quorum calculation. For example, at least two people on the list have retired and are taking their Travia leave, and at least one person is on maternity leave. In addition, the department listing is incorrect for a few people. The board agreed to the following plan of action:

1. Ms. Doney will email the list to the entire board today
2. Board members will review the list and notify Ms. Doney of any errors they find by Thursday, April 17.
3. Ms. Doney will take the corrected list to Human Resources to confirm its accuracy, make a new quorum calculation based on the corrected list, and distribute the corrected list to the board by Friday, April 18.
4. Board members will be asked to volunteer to participate in a phone calling campaign. The list will be divided evenly based on the number of board members willing to participate in the campaign. Board members with HEOs on their staffs can ask those HEOs to help with the phone calls, but there was general agreement that asking College Assistants or other types of staff to participate would be inappropriate.
5. Ms. Whitton will work on a catchy meme or short video that can be shared to help promote the vote.
6. Ms. Dikambi will survey the HEOs via SurveyMonkey to determine how close we are to a quorum. The survey will ask not only whether the HEO intends to come to the meeting to vote, but also whether they can be there at exactly 12:15 for a simultaneous vote, or if not, whether they would be able to show up to cast a roll call-style vote at some point within a given range of time. This will help us determine what format the vote will take from among the options discussed at prior board meetings.
7. The phone calling campaign will be repeated on the morning of the vote as per Ms. Marshall's suggestion

Custodial Shortage: Tabled

Agenda for May 7 HEO Council Meeting: The vote will be the main agenda item. Before we can publish the formal agenda, we need confirmation from the Membership Committee that the Toastmasters representative will also be available to speak. Ms. Marshall indicated that Ms. Santos-Elliott would be able to confirm that.

New Business: All new business was tabled.

Adjournment: The meeting was adjourned at 3:00 PM

Respectfully submitted by Michele Doney

HEO Council Budget 2013-2014				
Date	Vendor	Allocation	Expenditure	Balance
		\$3,000.00		
	Staples		\$39.53	\$2,960.47
17-Oct-13	MBJ Food Order		\$223.75	\$2,736.72
22-Nov-14	MBJ Food Order		\$246.75	\$2,489.97
13-Dec-13	MBJ Food Order		\$195.00	\$2,294.97
17-Dec-13	Reimbursement to Michele Doney		\$34.50	\$2,260.47
30-Mar-14	MBJ Food Order		\$217.50	\$2,042.97
	Projections for food for May meeting		\$1,500.00	\$542.97

LUNCH

Beef, Chicken or Vegetable Fajita Lunchbox

Four bean salad, roasted corn and barley salad, broccoli with roasted garlic, grape tomato, olives, salsa and sour cream

Smoked Turkey or Eggplant Pinwheel Lunchbox

Four bean salad, roasted corn and barley salad, broccoli with roasted garlic, grape tomato, olives

Grilled Salmon or Grilled Shrimp Lunchbox

Salmon or shrimp, potato salad of the day, roasted corn and barley salad, deviled egg, four bean salad, seasonal vegetables (broccoli, cauliflower, sugar snap and carrots), grape tomato and olives
Grilled salmon lunch box has dill sauce on the side

Tea Sandwich Sampler Box

Assorted tea sandwiches and pinwheels of the day, fruit of the day

Mini Sandwich Lunchbox

- Smoked turkey, Muenster cheese, lemon mayonnaise & lettuce on baguettine, tuna salad with lettuce on onion pocket, roasted corn and barley salad, pasta primavera
- Mozzarella, roasted tomato & basil pesto on ciabatta and grilled portobello mushroom, arugula & wasabi sauce on brioche, roasted corn and barley salad, pasta primavera (vegetarian)

Cocktail Sandwich Lunchbox

Assorted cocktail sandwiches (choice of three) with 2 side salads

Cocktail sandwich choices:

- rare roast beef, frizzled onions and mustard mayo
- turkey club
- ham, cheddar and smoked bourbon mustard
- goat cheese, grilled vegetables and balsamic dressing

Comments, Suggestions, and Amendments Submitted for Charter Revisions:

Submitted by Michael Scaduto:

As expressed at the meeting, I do not agree with proportional representation based on division alone. I am more comfortable with proportional representation based on the total number of HEOs (270 HEOs/15 = 18 reps).

Based on points made by Jennifer and others, I propose keeping fixed representatives based on division/area and increasing the number from 5 to 6 (Academic Affairs, Enrollment Management, Finance and Administration, Marketing and Development, Student Affairs, President’s Office/Legal Counsel). The fixed representatives recognize the need for a process to bring divisional/area concerns to the HEO Council. The remaining 18 representatives would be elected by and represent all HEOs (without regard to rank, division, etc.).

Proposed Revised Charter	Description of Change
<p>of the Executive Board (14) and a group of elected HEO Council Representatives that proportionally represent the total number of HEOs on campus, as of March 1, across the five divisions of the college (Academic Affairs, Enrollment Management, Finance & Administration, Marketing & Development and Student Affairs) and the President’s Office/Legal Counsel. For the purpose of determining proportional representation, the HEOs who work in the President’s Office shall be grouped with the Office of Legal Counsel . Each of the six areas shall have one fixed representative. Additionally, there will be 1 representative for every 15 HEOs working on campus as of March 1 of each election cycle. These individuals all carry one equivalent vote in meetings of the HEO Council. HEO Council Representatives serve a two year term beginning July 1 of even-numbered years and ending June 30. No</p>	<p>Members at Large are tasked with chairing standing committees.</p> <p>This is the most important change in the proposed revisions! Composition of the HEO Council is redefined. Currently, every HEO on campus is automatically a part of the HEO Council and counts toward quorum whether they are interested in governance or not, hindering the ability of the HEO Council to conduct real business. Under the revised charter, the entire HEO Council switches to a system of proportional representation, with each division represented by a number of reps proportional to the number of HEOs in the division.</p>

individual can be elected to be a HEO Council Representative concurrently with any other position on the HEO Council. The HEO Council Representatives are charged with representing the other HEOs across campus and in their division, bringing any business, issue, or notification to the Executive Committee on behalf of others or themselves.	
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Division	#HEOs as of 03/04/2014	Fixed Reps	Proportional Reps @ 1 per 15 HEOs (rounding down)	Total Delegation @ Factor 15
AA	82	1		
EM	52	1		
FA	63	1		
MD	26	1		
SA	47	1		
P/LC	?	1	?	
Total	270	6	= 270/15 = 18	= 24
HEO Council:				
Fixed Reps			6	
Proportional Reps			8	
EB Members			14	
Total Council			38	
Quorum would be			20	
Min to pass a motion			11	

Submitted by Jennifer Lorenzo:

I agree with the new proportional representation model that was presented at the HEO meeting on Friday but I'd like to propose that Marketing and Development get their own vote instead of combining them with Office of the President and Legal Counsel. As you may or may not know, we have several vacancies in the department, I understand that this will not affect the number of representatives we get this year but I would like our department to get a collective voice. We represent a diverse department that does a lot for the College i.e. the events team, the website, communications, development and graphics team to name a few and I feel that we deserve a voice on the new representation model if passed in May.

Submitted by Christina Czechowicz:

My suggestion is that the divisional representation be elected yearly with a minimum of two (2) representatives from each Division.

Other suggestions gathered from minutes and notes from the March 14 HEO Council meeting:

Term limits should be considered so that nobody could serve more than a certain number of terms in a row.

At current staffing levels, the HEO Council for 2014-2016 would total 35 people including representatives and executive committee. Some people felt that was too ambitious and we'd never get 35 people willing to run and serve

Some people want to be able to nominate across the divisions, and others want to be able to vote across the divisions, and some want both. Some suggest that only the fixed reps should be division reps, and all the other reps should be at large. Some people wanted ALL the reps to be at large.

If people in each division will be nominating and voting for representatives only from within their division (Academic Affairs HEOs only nominate and vote for Academic Affairs representatives, Enrollment Management HEOs only nominate and vote for Enrollment Management HEOs, etc.), that should be explicitly spelled out in the charter.

Proposed Changes to the HEO Council Charter Approved by Executive Board 04/11/2014 (Final version. To be voted upon by the full HEO Council on 5/7/2014)

Section	Current Charter	Proposed Revised Charter	Description of Change
Mission Statement	The Higher Education Officers Council is an organization of professionals employed in the Higher Education Officer series at John Jay College of Criminal Justice. We are committed to improve our quality of life and professionalism, as affected by contractual and policy issues. We affirm our common commitment to strengthen the institution in which we work to advance quality education and the effectual delivery of services.	The Higher Education Officers Council is an organization of professionals employed in the Higher Education Officer series at John Jay College of Criminal Justice. We are committed to improve our quality of life and professionalism, as affected by contractual and policy issues. We affirm our common commitment to strengthen the institution in which we work to advance quality education and the effectual delivery of services.	No change
Article I: Powers of the Higher Education Officers Council	The Higher Education Officers Council of John Jay College is the voice of its non-teaching and teaching membership. The Council shall engage in on-going dialogue with the Administration, College Council, and other college constituents to assure the well being of its membership and make recommendations to promote effective management of the College.	The Higher Education Officers Council of John Jay College is the voice of its non-teaching and teaching membership. The Council shall engage in on-going dialogue with the Administration, College Council, and other college constituents to assure the well being of its membership and make recommendations to promote effective management of the College.	No change
Article II: Membership of the Higher Education Officers Council	<p>Higher Education Officers Council</p> <p>Executive Board</p> <p>The Higher Education Officers Executive Board consists of the President, Vice President, Secretary, Treasurer and Four Elected Members At-Large. Elections are held in March: appointments to offices are effective as of July 1st, for a two year term ending June 30th.</p> <p>Executive Officers</p> <ol style="list-style-type: none"> 1. President: The President presides over the Higher Education Officers Council and Executive Board meetings. The President represents the Higher Education Officers Council within the College Community. The 	<p>Section 1 - Executive Committee</p> <p>The Higher Education Officers Executive Committee consists of five Executive Officers, four Members At-Large, and the five elected College Council Representatives including the alternate. Executive officers and Members at Large serve a two year term beginning July 1 of even-numbered years and ending June 30. College Council representatives serve a one-year term beginning July 1 and ending June 30. All members of the Executive Committee have voting privileges. All members of the Executive Committee serve on at least one additional standing committee.</p> <p>Section 2 – Powers and Duties of the Executive Officers</p>	<p>Change the name of the executive body from Executive Board to Executive Committee to be consistent with the College Council and Faculty Senate.</p> <p>College Council Reps would be full voting members of the Executive Committee (under the current charter, they attend EC meetings but do not vote)</p> <p>Mandatory committee service for all EC members.</p> <p>Most vacancy language is moved to the new Article VII.</p>

Section	Current Charter	Proposed Revised Charter	Description of Change
	<p>President is a statutory voting member of the following College Council committees: Executive Board of the College Council; Budget and Planning Committee; Financial Planning sub-committee; and Strategic Planning sub-committee. (See Article VI)</p> <p>The Executive Board shall declare the Office of the President vacant and the voting seat on the College Council unoccupied when the president is unable to complete the term. The Executive Board will agree on appropriate actions to fill the vacancy.</p> <p>2. Vice President: The Vice President presides over the Higher Education Officers Council and Executive Board meetings when the President is absent or when the President yields in order to participate in a motion or discussion. The Vice President may choose to: succeed as interim president or remain as vice president until a new presidential election is held if the president is unable to complete the term of office.</p> <p>3. Secretary: The Secretary records the minutes of the Higher Education Officers Council and the Executive Board meetings and submits them to the Executive Board for approval. In the absence of the Secretary, one of the four members at large will record the minutes at that meeting. The Secretary distributes minutes to the Council prior to the meetings. The Secretary receives and records correspondences and</p>	<p>The President presides over the Higher Education Officers Council and Executive Committee meetings. The President represents the Higher Education Officers Council within the college community. The President is a statutory voting member of the College Council and the following College Council committees: Executive Committee of the College Council, Budget and Planning Committee, and both the Financial Planning sub-committee and Strategic Planning sub-committee of the Budget and Planning Committee.</p> <p>The Vice President presides over the Higher Education Officers Council and Executive Committee meetings when the President is absent or when the President yields in order to participate in a motion or discussion. In the event that a seat normally occupied by a HEO Council representative to a collegewide committee becomes vacant, the Vice President coordinates the filling of the vacancy. If the President is unable to complete the term of office, the Vice President assumes the role of Interim President until, at the discretion of the Executive Committee, either a special election is held or regular elections occur.</p> <p>The Corresponding Secretary creates and distributes the meeting calendar for the HEO Council and Executive Committee and posts the meetings on the college governance calendar online. The Corresponding Secretary obtains rooms on campus for all HEO Council meetings and events and submits the necessary work orders. During elections, the Corresponding Secretary publishes the call for nominations, collects nominations and</p>	<p>Roles of most officers are more clearly defined.</p> <p>The Vice President is tasked with coordinating the filling of vacancies on collegewide committees that have HEO Council reps. In addition, what happens in the special case of a presidential vacancy is clarified.</p> <p>The office of Secretary is split into Corresponding Secretary and Recording Secretary.</p>

Section	Current Charter	Proposed Revised Charter	Description of Change
	<p>committee reports. The Secretary also maintains the archive of records and current membership mailing list.</p> <p>4. Treasurer: The Treasurer manages the budget and financial planning and reports to the Executive Board and to the Council.</p> <p>5. Members At-Large: The Members At-Large alternately record Executive Board minutes in the Secretary's absence and then submits them to the Secretary for review and appropriate distribution when necessary.</p> <p>The Higher Education Officers Executive Board declares an executive officers position vacant when an elected officer is unable to complete the term. The Executive Board will agree on appropriate actions to fill the vacancy.</p>	<p>candidate statements, prepares and mails ballot materials, and records receipt of ballots as they are returned. The Corresponding Secretary convenes the Elections Committee to count the ballots, receives the certified results, and publishes them.</p> <p>The Recording Secretary prepares the agendas for meetings of the Higher Education Officers Council based on items submitted by members and approved by the Executive Committee, and for meetings of the Executive Committee based on items submitted by committee members and approved by the President and Vice President. The Recording Secretary also records the minutes of those meetings and submits them for approval. In the absence of the Recording Secretary, one of the four Members at Large records the minutes. The Recording Secretary maintains the HEO Council records archive and website. The Recording Secretary obtains an official list of active HEOs from the Office of Human Resources at the beginning of each month to be used for the following purposes: To update the HEOCOUNCIL listserv (monthly), to determine the number of current HEOs in each division for the purpose of determining the composition of the board for the upcoming term (March of even-numbered years), and to generate ballots for elections (April) and other necessary mailings.</p> <p>The Treasurer manages the budget and financial planning for the HEO Council. The Treasurer reports on expenditures at the Executive Committee meetings and at the first and last general meetings of the Council in each fiscal year. The Treasurer submits copies of these reports to the</p>	<p>Members at Large are tasked with chairing standing committees.</p>

Section	Current Charter	Proposed Revised Charter	Description of Change
		<p>Recording Secretary to be posted to the HEO Council website.</p> <p>Section 3: Members at Large</p> <p>The Members At-Large take turns recording the minutes in the absence of the Recording Secretary. Each Member At-Large is charged with chairing one of the Standing Committees of the HEO Council.</p> <p>Section 4 – HEO Council & HEO Council Representatives</p> <p>The HEO Council shall consist of the members of the Executive Board (14) and a group of elected HEO Council Representatives that proportionally represent the HEOs on campus across the five divisions of the college (Academic Affairs, Enrollment Management, Finance & Administration, Marketing & Development, Student Affairs) and the President’s Office/Legal Counsel. Each of the six areas shall have one Divisional Representative. Additionally, there shall be 1 representative for every 15 HEOs working on campus as of March 1 of each election cycle. These individuals all carry one equivalent vote in meetings of the HEO Council.</p> <p>HEO Council Representatives serve a two year term beginning July 1 of even-numbered years and ending June 30. No individual can be elected to be a HEO Council Representative concurrently with any other position on the HEO Council.</p>	<p><u>This is the most important change in the proposed revisions!</u></p> <p>Composition of the HEO Council is redefined. Currently, every HEO on campus is automatically a part of the HEO Council and counts toward quorum whether they are interested in governance or not, hindering the ability of the HEO Council to conduct real business. Under the revised charter, the entire HEO Council switches to a system of proportional representation. In the version presented to the full HEO Council on March 14, each division elected a number of representatives proportional to the number of HEOs in the division, with the Office of the President, Office of Legal Counsel and the Division of Marketing and Development combined into a single group for the purpose of calculating and electing proportional reps. <i>However, further changes were made at the April 11 EB meeting based on suggestions submitted by HEOs, as follows: Each division will now have only one divisional representative, to be nominated and voted upon only by the members of that division. The rest of the representatives will be nominated and elected by all the HEOs regardless of division. In addition, although the Office of the President and Office of Legal Counsel will remain combined because they have so few HEOs, the Division of Marketing and Development will be separate. Term limits have been added for members of the Executive Board.</i></p>

Section	Current Charter	Proposed Revised Charter	Description of Change
		<p>The HEO Council Divisional Representatives are charged with representing the other HEOs in their division, bringing any business, issue, or notification to the Executive Committee on behalf of others or themselves.</p> <p>Section 5 – Term Limits</p> <p>No member of the Executive Committee may serve consecutive terms in the same position totaling more than four years.</p>	
<p>Article III: Voting & Participation</p>	<p>Voting and Participation</p> <p>Each member of the Higher Education Officers Council shall have one vote. Absentee ballots may be used under such conditions as the Executive Board may prescribe.</p> <p>Quorum of the Higher Education Officers Council, the Executive Board, and Standing Committees is two-thirds of the voting members present.</p> <p>Members of the Higher Education Officers Council are welcome to speak at Executive Board meetings; however, voting is limited to the Executive Board members.</p> <p>Electoral Process</p> <p>Nominations: Candidates are nominated for the offices of President, Vice President, Secretary, Treasurer, and four members At-Large at the first Higher Education Officers Council meeting held in March. Electronic or written nominations can be submitted to the Secretary one week before the Council meeting.</p> <p>Acceptance: Candidates attending the March meeting who are nominated for executive officers can accept or decline the nominations in person. Candidates absent from the March meeting and who</p>	<p>Section 1 – Voting</p> <p>A quorum shall be a majority of the voting membership. A majority vote of members present is required to pass a motion. While only members may vote, all HEOs are welcome and encouraged to attend and speak.</p> <p>Section 2 – Elections</p> <p>Nominations: Nominations may be made in person at meetings, in writing, or electronically to the Corresponding Secretary during the period beginning with the first meeting of the Higher Education Officers Council held in March and continuing through a date designated by the Executive Committee.</p> <p>Acceptance: Nominees must notify the Corresponding Secretary in person at a meeting, in writing, or electronically of their choice to accept or decline a nomination by a deadline set by the Executive Committee.</p> <p>Ballots: The Corresponding Secretary prepares and distributes ballots early in May to all HEOs after nominations are</p>	<p>Old definition of quorum was incorrect and inconsistent with the NY Open Meetings Law and has been corrected.</p> <p>Language about absentee ballots that is inconsistent with the NY Open Meetings Law has been deleted.</p> <p>Language is added to note that although not all HEOs will be on the Council anymore, they are welcome to attend and to speak, just not to vote.</p> <p>“Electoral Process” is changed to “Elections” to be consistent with Faculty Senate and College Council</p> <p>Language about the nomination period and process is updated to reflect what we actually do.</p> <p><i>Further changes made at the April 11 Executive Board meeting: Based on a suggestion we received at the March 14 HEO Council meeting, we added language to make it clear that divisional reps are nominated and voted for only by the HEOs in their division. In addition, the language about the deadline to return ballots was</i></p>

Section	Current Charter	Proposed Revised Charter	Description of Change
	<p>are nominated for executive officers must inform the Secretary within one week after the meeting to decide whether they accept or decline the nominations.</p> <p>Ballots: The Higher Education Officers Executive Board mails ballots to the Council after nominations are confirmed. Completed ballots must be returned within two weeks from the date they are received from the Secretary.</p> <p>Results: The Higher Education Officers Council Elections Committee tabulates the votes and certifies the election results.</p> <p>Notification: The President of the Higher Education Officers Council announces the election results at the next Council meeting.</p>	<p>confirmed. Completed ballots must be returned within two weeks of the date distributed.</p> <p>Results: The Higher Education Officers Council Elections Committee tabulates the votes and certifies the election results.</p> <p>Notification: The election results will be published prior to the end of the fiscal year.</p>	<p><i>changed slightly.</i></p>
<p>Article IV: Regular and Special Meetings</p>	<p>Regular and Special Meetings</p> <p>The Higher Education Officers Executive Board plans the annual schedule of meetings.</p> <p>The Higher Education Officers Executive Board meets every month during the fall and spring semesters. The Executive Board can alter this schedule when necessary.</p> <p>The Higher Education Officers Council meets twice during the fall and spring semesters. The Executive Board can alter this schedule when necessary.</p> <p>The Higher Education Officers Executive Board can invite members of the college community and university and guests to participate in Council meetings.</p>	<p>The Higher Education Officers Executive Committee plans the annual schedule of meetings for both the Executive Committee and the HEO Council. This schedule will be distributed by September 15th.</p> <p>The Higher Education Officers Executive Committee meets every month during the fall and spring semesters. The Executive Committee can alter this schedule when necessary. The Higher Education Officers Council meets twice during the fall and spring semesters. The Executive Committee can alter this schedule when necessary. All HEOs are welcome and encouraged to attend.</p> <p>The Higher Education Officers Executive Committee can invite members of the college community, university, and guests to participate in Council meetings.</p>	<p>Deadline of Sep 15th is added for distribution of the meeting calendar.</p>
<p>Article V: Agenda</p>	<p>Agenda</p>	<p>The agenda for the Higher Education Officers Council is set by the Executive</p>	<p>No substantive changes—minor clarification of language</p>

Section	Current Charter	Proposed Revised Charter	Description of Change
	<p>Higher Education Officers Council members can forward electronic or written agenda items to the Executive Board ten working days prior to a Council meeting. Late agenda items will be tabled for the next Executive Board meeting.</p> <p>The Executive Board establishes priorities and approves the agenda items and sends the agenda to the Council Secretary to distribute to members prior to a Council meeting.</p> <p>Council members can amend agenda items at Council meetings.</p> <p>The Executive Board can convene a Council meeting without an approved written agenda.</p>	<p>Committee. Higher Education Officers Council members can forward electronic or written agenda items for HEO Council meetings to the Recording Secretary at least ten working days prior to the preceding Executive Committee meeting. Late agenda items may be tabled for the next Executive Committee meeting.</p> <p>The Executive Committee establishes priorities, approves the agenda items, and sends the agenda to the Recording Secretary to distribute to members prior to a Council meeting.</p> <p>Council members can amend agenda items at Council meetings.</p> <p>The Executive Committee can convene a Council meeting without an approved written agenda.</p>	
<p>Article VI</p> <p>Representation on the College Council</p>	<p>Representation on the College Council</p> <p>The Higher Education Officers Council elects five members as representatives on the College Council. The President of the Higher Education Officers Council is a statutory voting member.</p> <p>The Executive Board appoints one Higher Education Council member as an alternate member of the College Council.</p> <p>Representatives</p> <p>President: The President is a statutory member of the College Council. Only the President can serve on the Higher Education Officers Executive Board and on the College Council. (See Article II).</p> <p>Four Elected Council Members: The Higher Education Officers Council annually elects four voting members to the College Council.</p>	<p>Section 1 – Selection</p> <p>The Higher Education Officers elect four members as representatives on the College Council. In addition, the President of the Higher Education Officers Council is a statutory voting member of the College Council.</p> <p>The Executive Committee appoints the person with the fifth largest number of votes as the alternate member to the College Council.</p> <p>Section 2 - Representatives</p> <p>President: The President is a statutory member of the College Council.</p> <p>Four Elected Council Members: The Higher Education Officers annually elect four voting members to the College</p>	<p>Some clarification of language. Also, the method by which the alternate is selected is codified. For the past several years, the candidate for College Council Representative who got the fifth largest number of votes was automatically appointed as the alternate. This practice is codified in the proposed new charter.</p>

Section	Current Charter	Proposed Revised Charter	Description of Change
	<p>Alternate Member: The Executive Board appoints one Higher Education Officer as an alternate member to the College Council.</p> <p>Terms of service on the College Council are determined in the College Council Charter.</p>	<p>Council.</p> <p>Alternate Member: This person will have voting rights if one of the elected members is not present at College Council.</p> <p>Other than the President, no College Council Representative may simultaneously hold another office on the Executive Committee.</p> <p>Terms of service on the College Council are determined in the College Council Charter.</p>	
New Article VII: Vacancies	N/A	<p>The HEO Council may declare a vacancy in membership or in an office of the HEO Council by adopting a resolution to that effect if a member resigns, can no longer serve, or no longer meets the requirements for membership. A member may resign from the HEO Council by submitting notice in writing to the HEO Council President. To remove a member or officer for cause requires a 2/3 vote of the Executive Committee. After declaring a vacancy, the Council shall determine what action, if any, is to be taken to fill the vacancy.</p> <p>See Article II for a special exception for vacancies in the role of President.</p>	<p>Collects language on vacancies from elsewhere in the document and places it all together here.</p> <p>Describes procedures for declaring and filling vacancies in greater detail.</p>
Old Article VII, New Article VIII Committees	<p>Committees</p> <p>The Higher Education Officers Executive Board can establish Standing and Ad-hoc committees which will advance the mission of the organization. These Committees determine their goals and objectives. The various chairs report to the Executive Board and the Council. The membership of these committees is voluntary.</p> <p>The Higher Education Officers Council established</p>	<p>Section 1 – Establishment of Committees</p> <p>The Higher Education Officers Executive Committee may establish Standing and Ad-hoc committees to advance the mission of the organization. These Committees determine their goals and objectives in consultation with the Executive Committee. The various chairs report to the Executive Committee and the Council. Membership on committees other than the</p>	<p>The Executive Committee is now listed here as a standing committee of the HEO Council to be consistent with the College Council Charter and the new Membership committee has been added.</p> <p>Given the new proportional representation model of the HEO Council, language is added here to make it clear that all HEOs can serve on the standing committees other than the</p>

Section	Current Charter	Proposed Revised Charter	Description of Change
	<p>the following Ad Hoc Committees:</p> <p>Budget Committee Charter Review Committee Elections Committee Quality of Life Committee</p> <p>The Higher Education Officers Executive Board recommends two members to the following committees for President's approval:</p> <p>The Higher Education Officers Screening Committee – 1 member The Labor- Management Committee – 2 members</p>	<p>Executive Committee is open to all HEOs whether or not they are members of the HEO Council. Membership is voluntary, with the following exceptions: Membership on the Executive Committee is by election, the chairperson of the Budget Committee shall be the HEO Council representative to the College Council's Budget and Planning Committee, and the chairpersons of the four remaining committees shall be the Members at Large.</p> <p>The Higher Education Officers Council establishes the following Standing Committees:</p> <p>Executive Committee (Chairperson is the President of the HEO Council)</p> <p>Budget Committee (Chairperson is the HEO Council representative to the BPC)</p> <p>Charter Review Committee (Chairperson is a Member at Large)</p> <p>Elections Committee (Chairperson is a Member at Large. In the event that the chairperson is nominated to run for an elected position, the chairperson must step down as chair prior to the convening of the Elections Committee to count the ballots)</p> <p>Quality of Life Committee (Chairperson is a Member at Large)</p> <p>Membership Committee (Chairperson is a Member at Large)</p> <p>Section 2 – Representation on College-Wide Committees</p> <p>The Higher Education Officers Council selects representatives to serve on various</p>	<p>Executive Committee even if they are not members of the HEO Council.</p> <p>Some other clarification of language and addition of details.</p>

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		<p>campus committees in other than an ex officio capacity, including but not limited to the following:</p> <p>The Higher Education Officers Screening Committee: One representative, selected by the HEO Council Executive Committee and approved by the College President</p> <p>Budget and Personnel Committee: One representative, must be approved by the College Council</p> <p>Campus-Wide Assessment Committee: Three representatives serving two-year terms such that two representatives are appointed to begin in even-numbered years and one is appointed to begin in odd-numbered years. The three representatives to the College-Wide Assessment Committee must come from three different divisions of the college.</p> <p>Campus Safety Advisory Committee: Three members</p> <p>HEOs also serve on various campuswide committees in an ex officio capacity based on the positions they hold on campus.</p> <p>Any HEO can nominate a representative for a collegewide committee, and any HEO can be nominated. The process of nomination and selection is coordinated by the Vice President. Except where noted above, the HEO Council shall approve selections by a simple majority.</p>	
<p>Old Article VIII, New Article IX Amendments</p>	<p>Amendments</p> <p>The Higher Education Officers Council can propose motions to amend the charter.</p> <p>A quorum (See Article III) is required of the</p>	<p>The Higher Education Officers Council can propose charter amendments to the Charter Review Committee. The Charter Review Committee submits revisions to the Executive Committee for discussion and placement on the HEO Council</p>	<p>Language changed to reflect the correct definition of quorum under the NY Open Meetings Law. A specific procedure for amending the charter is described. Some additional clarification of language and procedure.</p>

Section	Current Charter	Proposed Revised Charter	Description of Change
	members present at a Council meeting to pass or veto a proposed amendment.	calendar as follows: Proposed changes to the charter will be presented at two successive meetings of the HEO Council, with discussion to take place at the first meeting and a vote to be held at the second meeting. A quorum must be present to vote on a proposed amendment (See Article III), and a majority of members present must vote in favor for an amendment to pass.	

HEO Council Composition for 2014-2016

Fluctuating Composition Model with 1 Divisional Rep per
Division & 1 Proportional Rep per 15 HEOs,
based on 265 Active HEOs as of March 1, 2014:

Divisional Reps:	6
Proportional Reps	18
EC Members	14
Total Council	38
Quorum would be	20
Min to pass a motion	11