



HEO Council Executive Board Minutes
April 5, 2013
1:30 P.M.

Present: Katherine Killoran, Angelo Kyriacou, Nilsa Lam, Linda Mitchell, Johanna Whitton

Absent: Janice Carrington, Michele Doney, Kinya Chandler, Marisol Marrero, Nancy Marshall, Carina Quintian

Call to Order: The meeting was called to order at 1:41 P.M. by Ms. Lam.

Adoption of Agenda: A motion to amend today's agenda was made by Ms. Lam. Ms. Lam called to add 2 additional topics to the agenda: Westport Security Issue and Middle States. Agenda was adopted as amended.

New Business:

Westport- Ms. Lam discussed the HEO Council involvement in the debriefing in the student attack. Several suggestions arose on how to respond to this:

- Next time something like the Westport incident happens, a CUNY Alert could be sent to the JJC Community so that we all have more immediate notification. This could be in addition to the email like the one President Travis sent.
- In addition to fire safety drills, other emergency drills could be practiced, such as an active shooter drill, bomb threat drill, etc.
- Ensure the number of PSOs at Westport are always in pairs. So that the desk is not left unattended if one PSO has to leave post to deal with an emergency.

These suggestions will be brought up to Herb Johnson and Irene O'Donnell to discuss with the Campus Safety Committee. (Who will bring this to Herb & Irene's attention?).

Middle States- Questions on how the HEOs were selected to the Middle States Committee arose and what HEOs are attending the dinner preceding the Middle States evaluation on campus. Ms. Lam pointed out that we are inserting ourselves into Middle States a little late in the process and that we should have offered more engaged participation earlier in the process of preparing for Middle States. The members present expressed the feeling that the College only calls upon the HEO Council in a perfunctory way, when they need something, or as an afterthought.

Approval of Minutes: A motion to approve the minutes from the March 12 Executive Board Meeting was made and seconded. Motion carried.

Announcements:

Ms. Killoran & Mr. Kyriacou gave a brief summary of what was discussed at the last College Council Meeting: Security Management Graduate degree and other courses were the main topic.

Mr. Kyriacou is removing himself from the elections committee as he is currently nominated for one of the open positions.

Lunch for the meeting on April 19 will be ordered by the Treasurer, Janice Carrington.

Old Business

Committee Reports:

Ms. Lam stated that the Charter Review Committee met. And Ms. Whitton reported that the Quality of Life Committee met. The Budget Committee has not met. The Standing Committees will give brief reports on their purpose, current activity, and solicit additional members.

Agenda for April 19 Meeting:

A motion to approve the agenda for April 19 meeting was made and seconded. Motion carried.

Agenda for April 19 HEO Council - General Meeting:

1. Welcome/Introductions of New HEOs
2. Adoption of Agenda
3. Approval of Minutes from March 15
4. Announcements:
 - a. Cindy Robles: ADI records
5. HEO Council 2013 Elections Update (Elections Committee?)
6. Reports:
 - a. Reclassification/HEO Screening Committee (Bill Pangburn)
 - b. Initial Reports from the Standing Committees
 - Quality of Life (Nancy Marshall?)
 - Charter Review (Nilsa Lam?)
 - Budget Committee (?)
 - c. New General Education Requirements (Sumaya Villanueva)
7. Adjournment

Quorum Clarification:

The Open Meetings Law was discussed; however, there is still uncertainty on what constitutes a majority. Is a majority based on the members present? Or is it based upon total membership? This lead to questions on what constitutes membership to the HEO Council, those that participate in the council or all HEOs automatically? This area still resides in the gray and needs further insight. This discussion also raised the question “Is the HEO Council a governing body on campus?”

HEO Blackboard vs. Inside John Jay:

The members present agreed that the HEO Council should operate out of Inside John Jay and not on Blackboard.

Additional HEO Council Meetings:

With President Travis- the EB suggests that a meeting in the second week of June would be ideal with the President.

With Kevin Hauss, Director of HR – A meeting just prior to/or early in the fall semester.

HEO Survey Update:

Ms. Lam, Ms. Mitchell and Ms. Whitton are scheduled to meet to discuss how to survey HEOs. Specifically, we want to know why people are not coming to meetings.

New Business, continued:

There is a HEO Meet & Greet on Thursday, June 20. The EB thought it would be a nice opportunity to recognize 13.3b recipients at the Meet & Greet.

Adjournment: The meeting was adjourned at 2:28 P.M.

Respectfully submitted by Johanna Whitton on Monday, April 15, 2013