



**HEO Council Executive Board Minutes**  
**February 7, 2014**  
**1:30 P.M.**

**Present:** Inez Brown, Janice Carrington, Sandrine Dikambi, Michele Doney, Katherine Killoran, Marisol Marrero, Nancy Marshall, Carina Quintian, Rosann Santos-Elliott, Janet Winter

**Absent:** Marisol Marrero, Linda Mitchell, Kevin Nesbitt, Johanna Whitton

**Call to Order:** The meeting was called to order at 1:50 PM

**Adoption of Agenda & Approval of Minutes:** Motions were made and seconded to approve the minutes of January 10 and today's agenda. Both motions carried.

**Announcements & Reports:**

Treasurer's Report: Ms. Carrington provided the board with a table showing expenditures so far this year and our current balance. There appears to be plenty of money for a full lunch during the April meeting when we will be voting on the new charter.

Membership Committee: Ms. Santos-Elliott updated the board on the work of the Membership Committee, which is proposing to establish a chapter of Toastmasters International at John Jay. The mission of Toastmasters is to help its members develop their public speaking and leadership skills by providing opportunities to practice public speaking and receive constructive feedback. The dues are reasonable, but the Membership Committee thinks it would be helpful for the HEO Council to subsidize dues for HEOs wishing to join, if not for everyone than perhaps for something like the first 20 members. Toastmasters can send someone to do an information session to help generate interest. After some discussion, it was decided that May was the best month to do it so we can publicize it at the April HEO Council Meeting but there would still be enough time to process any associated payments (such as subsidized memberships) before the end of the fiscal year.

BPC: Ms. Quintian informed the board that at the next BPC meeting, the new Vice President for Enrollment Management, Robert Troy, will be reporting on spring enrollment. We did not make our fall enrollment goal, and our original goal for next year may be too ambitious. Enrollment is expected to drop a bit due to CUNYfirst. Therefore, overall enrollment is expected to be down next year, which will almost certainly mean budget cuts.

**Old Business:**

Position descriptions/orientation materials for HEO Council EB positions: After the last meeting, EB members were asked to submit written descriptions for the positions they hold to make it easier for people who are considering running for those positions or who are newly elected to those positions to understand their roles. The various submissions were compiled into a single document and distributed to the board for discussion. Ms. Doney will make the suggested changes and additions and clean up inconsistencies in language and redistribute the document to the board.

Two new EB positions were proposed as follows: First, it was proposed that we create the position of president-elect to help future presidents prepare for their leadership role. The president-elect would then automatically become the president at the beginning of the next term. There was general consensus that few HEOs would be willing to run for an office that required a four-year commitment. Second, it was proposed that the current position of Secretary be split into Recording Secretary and Corresponding Secretary to divide up the workload. A motion to do this was made and seconded. Motion carried.

Charter Review: Because we want to provide a full lunch to HEOs at the April HEO Council meeting to help ensure a quorum so vote on charter revisions, that meeting needs to be rescheduled from 3:00 to midday. However, no suitable rooms are available at midday on April 25. Ms. Doney will contact Christine Baerga to find a day that week when a suitable room is available and notify the HEOs of the new date and time. There was not enough time left in today's meeting for the board to go over the changes proposed by the Charter Review Committee, so it was agreed that an extra meeting would be scheduled before March 7 for this purpose. A document comparing the old and new versions side by side and noting specific changes will be prepared and distributed to the board prior to March 7.

### **New Business:**

CWAC Vacancy: Danielle Officer has resigned as one of the HEO representatives to the Campus-Wide Assessment Committee. Her current term is scheduled to end June 30. She has suggested Rosann Santos-Elliott as her replacement and Ms. Elliott has agreed. A motion was made and seconded to submit Ms. Elliott's name to replace Ms. Officer. Motion carried.

John Jay Health & Safety Committee: Ms. Winter reported that the John Jay Health & Safety Committee met with VP Pignatello to talk about the current custodial shortage that is causing changes to the way garbage is being picked up. The shortage is due to budget cuts and custodians resigning because their hours have been cut.

**Adjournment:** The meeting was adjourned at 2:50 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
13-Dec-13	MBJ Food Order		\$195.00	\$2,541.72