

**HEO Council Executive Board  
Minutes  
January 11, 2013  
1:30 P.M.**

**Present:** Kinya Chandler, Michele Doney, Angelo Kyriacou, Nilsa Lam, Marisol Marrero, Nancy Marshall, Linda Mitchell, Johanna Whitton

**Absent:** Janice Carrington, Katherine Killoran, Carina Quintian

**Call to Order:** The meeting was called to order at 1:35 by Nilsa Lam

**Adoption of Agenda:** A motion to approve today's agenda was made and seconded. Motion carried.

**Approval of Minutes:** A motion to approve the minutes from December 7 was made and seconded. Motion carried.

The meeting began with a welcome to our two new members, Linda Mitchell and Johanna Whitton. Ms. Mitchell and Ms. Whitton replace Crystal Vasquez and Irene O'Donnell, who have withdrawn due to health concerns.

**Committee Reports:** No committees have met since the December 7 meeting, so there were no reports. Ms. Lam has reached out to Danielle Officer to ask her if she would be willing to serve one more year on the Assessment Committee so that we can implement our new policy of staggered terms. Ms. Officer has agreed. Ms. Lam reviewed the roles of HEOs on various campus committees for the benefit of the new members, as much of the day's agenda had to do with committee vacancies.

**Old Business:**

Roberts Rules Handouts: At the last meeting, the handouts from the summer Roberts Rules training were distributed and discussed. One of the points made was that whenever New York Open Meeting Law rules differ from Roberts Rules, the Open Meeting Law rules supercede. There was some confusion over the definitions of quorum and majority as described in the handout. Ms. Doney was to research the Open Meetings Law to get clarification. Unfortunately, the web site is not clear on this point. There is a Committee on Open Government that renders advisory opinions on the law. Ms. Doney will contact them for clarification.

Public Safety Committee Vacancy: Ms. Lam will reach out to the people who have served on the committee in the past to see if anyone is willing to fill the seat left vacant by Irene O'Donnell. If there is no one willing, Ms. Doney will send an email to the HEO listserv to ask for a volunteer.

BPC Vacancy: After a lengthy discussion of the nominated candidates, no obvious choice emerged. A general discussion ensued in which there appeared to be general agreement that 13.3.b status, although not a requirement, is helpful because it enables the committee member to speak more freely and without fear. At the very least, it's good to have a candidate who has been at John Jay long enough to bring a broad view to the committee and understand the budget process and the political landscape. The committee has concerns about nominating people on sub lines, not only because they are the most vulnerable and may feel the least free to speak up, but also because there is no guarantee a person on a substitute line will actually get the position, so their ability to serve out their term on the committee.

In addition to the list of nominees, Ms. Chandler has identified some HEOs who have many of the traits of a good BPC member, and those individuals were discussed as well. Before we proceed further, Ms. Doney will reach out to the people on that list to see if they'd be willing to serve. Deadline to respond will be January 30. After that, the Executive Board will make their selections via email discussion, to be finalized at the Executive Board meeting on February 8. The next College Council Executive Board meeting after that is February 27.

HEO Council Standing Committees: Self-nominations for the standing committees were reviewed, and members of the Executive Board selected committees on which they wish to serve. Ms. Doney will contact Ms. Carrington, Ms. Killoran, and Ms. Quintian to see which committees they would like. Currently, membership is as follows:

Budget Committee: Katarzyna Gerhman, Natalya Petroff, John Leebens, Linda Mitchell, Kinya Chandler

Elections Committee: Victoria Pitcavage, Angelo Kyriacou, Michele Doney

Charter Review Committee: Victoria Pitcavage, John Leebens, Nilsa Lam, Johanna Whitton, Michele Doney

Quality of Life: Barbara Young, Janet Winter, Marisol Marrero, Nancy Marshall, Johanna Whitton

The next step in the reconstitution of the standing committees is to charge the committees and set a timetable for deliverables. They will then have to meet to choose a chairperson from among their membership and to begin to plan their work. Each committee will be expected to report back to the Executive Board once a month via email. The content of those emails will be posted to Blackboard.

Campuswide Assessment Committee: Ms. Marrero, who is currently on the Campuswide Assessment Committee, reported that the chair of that committee is concerned about HEO members rotating off, because consistency is needed. There was a recent incident of the same document being submitted more than once, and Ms. Marrero caught the error because she had been on the committee long enough to see them both. With members rotating on and off, such errors would be harder to catch in the future. However, the workload involved with the committee too large for members to expect HEO members to serve multiple terms. Ms. Chandler proposed the following solution: A new HEO line has been created in Associate Provost Llana's office for an assessment expert. This person's job description could be written in such a way that they are expected to serve permanently as a HEO

representative to the CAC. That way it does not add additional workload for that person, and they can serve continuously. That would provide consistency, even while the other two HEO seats on the committee continue to be on staggered, two-year terms. Someone from the Executive Board will contact AP Llana to present this idea. It was also decided that the current HEO members of the CAC will be invited to the next Executive Board meeting to update us on their work. The three current members are Ms. Marrero, Danielle Officer, and Sumaya Villanueva.

This led to a more general discussion of the importance of having HEO representatives on the various campus committees and HEO Council committees report back to the Executive Board on their proceedings and to solicit input to bring forward. They should also be forwarding the minutes of their meetings to the Executive Board so we can track what is happening in the various committees and, where appropriate, forward the minutes to the entire HEO Council. To start, Ms. Chandler will forward to the Executive Board the minutes from the last Space Planning Subcommittee of the Budget & Planning Committee.

It has come to the attention of the Executive Board that a group of HEOs has been asked to serve on one of the Middle States committees, and the selection and solicitation of those members was done without the knowledge or input of the HEO Council, nor was the president of the HEO Council included on the list. It was decided that Ms. Chandler, who is on the list, would reach out informally to one of the chairs to make it clear that it would be appropriate to consult the HEO Council next time there is a need for HEO representation on such a committee.

Elections and Charter Issues: both of these agenda items will be delegated to the newly reformed standing committees.

HEO Council Listserv: Ms. Lam will follow up with Kevin Hauss from Human Resources about our transition to the use of the HEO Council listserv. In the past, the HEO Council and Human Resources have shared the HEO Listserv. Starting as soon as possible, we will each use and maintain our own separate listservs.

### **New Business:**

Public Safety Committee: Herb Johnson, who is the remaining HEO representative on the Public Safety Committee, has asked for input from the HEOs regarding their safety concerns. We identified several issues, such as the lack of security cameras in public spaces, the lack of emergency buttons in the theater restrooms, and the misuse of emergency exit doors between offices on the L level by people who have been using them to move from office to office without exiting back into the main hallway. This can be very disconcerting to people who are working alone in their offices in the evenings and suddenly hear someone walking through their area from a back door. There are also concerns about increased risk of theft due to the misuse of these doors.

It was agreed that we should send an email out on the listserv and that Herb Johnson should be invited to the next HEO Council general meeting to talk to the HEOs about their safety concerns.

Agenda for March 15 HEO Council general meeting: So far, we would like to invite Herb Johnson to speak. Also, according to our charter, elections must happen in March, so nominations for new College Council members will also begin that day. Agenda will be finalized in February.

**Adjournment:** Meeting was adjourned by Ms. Lam at 2:55 P.M.

Respectfully submitted,  
Michele Doney

APPROVED

## Student Council Online Voting

Presentation by John Leebens and Juan Baez

CUNY IT Conference, December 2012

- JJC is the only CUNY school to do this successfully in-house, not using an outside vendor.
- There were NO costs involved. DoIT did all of it themselves. They took it on as a project in part because it might be scalable and/or usable by other constituent groups on campus, such as the Faculty Senate and HEO Council.
- Key to making it work: cross-departmental buy-in
- Voters log in with existing John Jay username and password. Accessed through the Jay Stop.
- They were able to make it so only freshmen could vote for the freshman rep, only sophomores for the sophomore rep, etc.
- There is no way to tell WHO has voted and who has not. Just the total number of votes cast.
- Nationally, only about 5-8% of students vote in student government elections. At John Jay, that number is typically closer to 8%.
- DoIT programmed the system to send a daily email saying "X number of people have voted so far"
- Blurbs about each candidate pop up when you mouse over their name on the ballot in a "flash bubble." Candidates get a packet with election rules, qualifications, etc. They fill out their blurb (with their bio and platform) and submit digital photos of themselves that get uploaded for this.
- DoIT is ready to use the same platform for faculty and staff governance next!!!!
- We can contact Juan in January to start talking about HEO elections if we're ready.