



**HEO Council Executive Board Minutes
June 13, 2013
1:30 P.M.**

Present: Kinya Chandler, Katherine Killoran, Michele Doney, Nilsa Lam, Marisol Marrero, Nancy Marshall, Carina Quintian, Johanna Whitton

Absent: Linda Mitchell, Janice Carrington, Angelo Kyriacou,

Call to Order: The meeting was called to order at 3:00 P.M. by Ms. Quintian.

Approval of Minutes: A motion was made and seconded to approve the minutes from April 4 and May 10. Motion carried.

Old Business:

Elections: Results of the 2013 HEO Council Elections were reported. The results are as follows:

College Council Representative(s): (4 seats + 1 alternate)

1. Janet Winter, 83 votes
2. Katherine Killoran, 80 votes
3. Nancy Marshall, 72 votes
4. Rosann Santos-Elliott, 62 votes
5. Marisol Marrero, 61 votes
6. Angelo Kyriacou, 58 votes
7. Will Simpkins, 57 votes
8. John Leebens, 53 votes
9. Simone Clemente, 36 votes
10. Michael Rohdin, 30 votes
11. Whitney Hedberg, 23 votes
12. Nereira Greene, 9 votes
13. Stephanie Jasmin, 9 each

Member(s) at Large: (2 seats)

1. Janet Winter, 44 votes
2. Inez Brown, 34 votes

2. Kevin Nesbitt, 34 votes
3. John Leebens, 28 votes
4. Mary Ann Triest, 24 votes
5. Rosann Santos-Elliott, 22 votes
6. Stephanie DiBrienza, 21 votes
7. Michael Rohdin, 16 votes
7. Nancy Yang, 16 votes
8. Loretta Acquaah, 7 votes
9. Whitney Hedberg, 5 votes
10. Stephanie Jasmin, 4 votes

Janet Winter won both elections and was asked to choose which position she wanted. She chose College Council. Therefore, the new board members are as follows:

College Council: Janet Winter, Katherine Killoran, Nancy Marshall, and Rosann Santos-Elliott, with Marisol Marrero as the alternate.

Member at Large: Inez Brown and Kevin Nesbitt.

It was noted that, had Ms. Winter chosen to be a Member at Large rather than a College Council representative, we would have had a problem, as there was a tie for second place between Inez Brown and Kevin Nesbitt. We do not have a procedure in place for how to handle ties. Moreover, the votes were generally more evenly distributed among candidates than in the past. There were no landslide victories, and several candidates were separated from the ones just above and below them by only one or two votes, suggesting that ties may be a problem in the future and we need to develop a procedure for how to handle them, which should be codified in the charter or bylaws. This will go on the Executive Board agenda for next year.

Budget: At the May 10 meeting, it came to light that, due to a variety of factors, there was less than \$200 left in the budget to fund the June Meet & Greet event. At that time, it was decided that we would reach out to Helen Ceden in Accounting to request additional funds for the event. During that process it became apparent that we had actually gone significantly over our budget this year, and that several requisitions had not yet been paid for because invoices had not been turned in. Discussion of the situation led to the following three conclusions: First, it was decided that the upcoming June Meet & Greet event should be canceled and possibly rescheduled in the next fiscal year as a fall semester kick-off event. Second, it was decided that the treasurer, Ms. Carrington, should contact Ms. Ceden and request that the expenditure for the 2012 Meet & Greet should be retroactively billed to FY 2012, as it should have been originally. This should help take the current year's budget back out of the red. Finally, it was decided that steps must be taken to prevent a similar situation from arising in the future. Specifically, it was suggested that language be added to the charter requiring periodic budget reports be made by the treasurer to the entire board and that budget reports be added as a standing agenda item for all board meetings. In addition, it was suggested that new executive officers be given detailed position descriptions in writing to ensure that they are aware of all of their responsibilities and given instructions for carrying them out.

June Meet & Greet: As noted above, due to lack of funding, the June Meet & Greet scheduled for June 20 will be canceled. Ms. Whitton will cancel the room reservation and work order. The event may be rescheduled as a kick-off event at the beginning of the fall semester. We may consider changing the event to be a late afternoon wine and cheese event, possibly called the HEO Happy Hour and held on the Jay Walk.

New Business:

None

Adjournment: The meeting was informally adjourned at 3:40 PM

Respectfully submitted by Michele Doney