

**MINUTES OF THE EXECUTIVE BOARD
OF THE COUNCIL OF HEOS**

Wednesday, June 27, 2007

Opening:

This meeting of the Executive Board of the Council of HEOs for the 2006- 2007 academic year was convened by Irene O'Donnell, President, at 12:00 PM in room 610T.

Members Present:

Members in attendance were Irene O'Donnell, Rulisa Galloway-Perry, Helen Cedeno, Kinya Chandler, Bill Devine, Sylvia Lopez, Nancy Marshall and Dana Trimboli.

Approval of Minutes

Minutes for the meeting on May 8, 2007 were unanimously approved with amendments.

Announcements

President O'Donnell thanked both the out-going Executive Board members for their service and welcomed the new members. She also noted the high attendance and success of the second annual HEO Meet & Greet Luncheon on June 14, 2007.

President O'Donnell reported that the second HEO Orientation held on June 22, 2007, had 25 attendees. At the orientation, Roberta Blotner requested a special HEO retirement session for those over 50 years of age who were either considering or preparing for retirement. With these ideas for informational sessions being put forward, President O'Donnell expressed concern that we might need to increase our budget request to support or efforts. She also noted that if we managed to approve a new charter in the 2007- 2008 council year, we would have a treasurer in place to handle these items.

New Business

The Executive Board moved on to a discussion about the possibility of HEO demotions. It was rumored that a colleague had been threatened by the possibility of demotion and many HEOs were worried about the viability of this action. The Executive Board agreed that we would discuss the concept not in terms of an individual HEO's issue, but rather in terms of it's contractual viability and as an issue of morale on campus.

President O'Donnell informed us that she wrote to Dean Donald Gray without copying President Travis as originally discussed because she needed Dean Gray to give her all of the facts before further discussions were initiated. President O'Donnell and Dana Trimboli also met with Dean Gray to discuss the issue. Dean Gray explained to them that nothing officially happened because nothing was on paper. Dean Gray's decided course of action was mediation for the involved parties and that had yet to be scheduled at the time of this meeting.

Dean Gray informed us that Ginger Waters, the Vice Chancellor for Faculty & Staff

Relations, said that a demotion could happen on rare occasions. In conflict, Ray O'Brien of the same office said it could not happen. In either case, President Travis agreed that John Jay College did not want to be the first school to do this.

President O'Donnell asked the Board if we should still write to the President. All of the members agreed that we should wait to see the results of the mediation attempts. It was noted this should be included as an agenda item for the Executive Board's fall meeting with President Travis. It was agreed that we should acknowledge Dean Gray's help and efforts in addressing this issue. Although we pursued this as a process issue, the affected HEO has the full support of the Council.

President O'Donnell informed the Board that AVP Rubie Malone helped word a letter expressing the need to re-instate the Labor-n Management Committee. The committee consists of three members and an alternate. The HEO Council must recommend two candidates from the HEO ranks and President Travis selects the other two.

The next item of discussion was charter review. President O'Donnell asked the committee chair, Vice President Rulisa Galloway-Perry, to draft and submit the new mission statement and draft charter for her review. President O'Donnell would then distribute the documents to the Executive Council. VP Galloway-Perry suggested that each Board member review the college charter and suggests revisions. President O'Donnell agreed and asked that each member submit their suggestions to her.

President O'Donnell announced that she had created a tentative meeting calendar for the 2007- 2008 Executive Board as follows:

Thursday, September 13, 2007 @ 12 PM
Thursday, October 11, 2007 @ 12 PM
Wednesday, November 14, 2007 @ 12 PM
Wednesday, December 5, 2007 @ 12 PM
Thursday, January 10, 2008 @ 12 PM
Thursday, February 7, 2008 @ 12 PM
Wednesday, March 5, 2008 @ 12 PM
Wednesday, April 9, 2008 @ 12 PM
Wednesday, May 8, 2008 @ 12 PM

The third annual Meet & Greet luncheon is tentatively scheduled for Thursday, June 12, 2008 @ 12 PM.

The general council meeting can be scheduled for October, November, March and April.

Agenda for the Next Meeting

The agenda will be distributed the September, 2007 meeting.

Adjournment

Meeting was adjourned at 1:35 PM by Irene O'Donnell. The next general meeting will be at 12:00 PM on Thursday, September 13, 2007 in room 610T.

Minutes submitted by: Kinya Chandler

Approved by: --