

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

**Tuesday, June 5, 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, Kinya Chandler, Bill Devine, Herb Johnson, Sylvia Lopez, Sandra Palleja, Debra Parker, Dana Trimboli and Carina Quintian.

**Approval of Minutes**

Minutes for the meeting on May 5, 2007 were unanimously approved with amendments.

**Announcements**

The second annual HEO Meet & Greet Luncheon is scheduled for June 14, 2007 in room 630T.

The second HEO Orientation has been rescheduled for June 22, 2007 in room 630T.

**New Business**

The Executive Board unanimously approved a motion to recommend that we request two seats on the College Council Executive Board. President O'Donnell will prepare a memo to Mayra Nieves requesting that this recommendation be submitted to the College Council.

The Board unanimously approved a motion to elect Rose O'Neill as the ex-officio to the College Council for the 2007-2008 year.

The Board began discussion of the FSLA and paid overtime issue for lower level HEOs. Sandy pointed out that some HEOs might not want to pursue the issue for fear of reprisal from higher level administration. The Board recognized that the affected individuals would have to accurately document both their regular time and overtime in order to be paid. We discussed ways other than direct pay that may provide some relief to these affected areas such as additional college assistant staffing.

President O'Donnell informed the Board that she was going to meet with Dean Donald Gray about the recent rumors about a full HEO being demoted. A spirited discussion ensued about whether the Board should address the issue and the specific HEO by name or whether we should simply pursue the topic as a contract matter. Further discussion led

us to decide to address the matter as a morale issue for our campus. We strongly believe that this is an issue best handled by the labor management committee, however, President O'Donnell and other members of the Executive Board will meet with Dean Gray and request clarification of the college's presumed attempt to "demote" a HEO. In preparation for this meeting, President O'Donnell will send an email to Dean Gray, copied to the President, which expresses our dismay about the message that a full HEO is being harassed and threatened with demotion.

This sparked a conversation about the need for a new sub-committee on quality of life issues on campus. We are working diligently to make sure that this body does not take on labor management issues, however, it is our goal to support our constituency as much as possible in resolving issues in a satisfactory manner before they are forced to engage a labor management representative or contact the union offices. One of the tasks of this subcommittee would be able to define the avenues available to HEOs to resolve a variety of issue using campus- based resources.

We all agreed that we need a HEO grievance counselor on campus. The PSC trains grievance counselors so we will try to find a volunteer for this job. We also identified the need to re- establish the labor- management committee on our campus. President O'Donnell will mention this at the meeting with Dean Gray.

We held a brief discussion about the ad-hoc Budget committee. The following members have volunteered to date: Kinya Chandler, Judith Coverdale, Michelle Doney, Nancy Marshall, Debra Parker, David Primak, Janet Winter and Wingson Wong.

A motion was approved to table all discussion of charter revisions until the next meeting.

**Agenda for the Next Meeting**

Review of the sub-committees and their charges. Charter revision discussion.

**Adjournment**

Meeting was adjourned at 1:45 PM by Irene O'Donnell. There will be one more meeting in June with time, date and location to be announced at a later date.

Minutes submitted by: Kinya Chandler

Approved by: Executive Board