



**HEO Council Executive Board
Minutes
March 12, 2013 (Rescheduled from March 8)
10:30 A.M.**

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

Absent: Janice Carrington, Kinya Chandler, Linda Mitchell

Call to Order: The meeting was called to order at 10:40 A.M. by Ms. Quintian

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 February 15 was made and seconded. Motion carried.

Announcements: Bill Pangburn will continue on this year as the HEO representative to the HEO Screening Committee, which is planning to meet by the end of March, in accordance with the college's published schedule for these meetings. It was not initially clear to the administration whether he was continuing because there is no set term for this seat. In the next round of charter revisions, we may want to establish in writing how long the HEO rep on this and other standing campus committees should serve.

Ms. Marrero reminded us that she and Sumaya Villanueva will both be rotating off the Campus-Wide Assessment Committee (CWAC) in the summer and will need to be replaced. She suggested we bring this up during the upcoming HEO Council meeting. It had been suggested in a previous HEO EB meeting that when Associate Provost James Llana hired someone into his office's new HEO line, that person could be a permanent HEO representative to CWAC to provide continuity, but that line has not been filled and is currently on hold.

Meanwhile, Associate Provost Llana has reached out to Ms. Quintian to find out how HEOs on the various Middle States committees were assigned to those committees. He wanted to know if the HEO Council had a role in those decisions. It does not. The HEOs in the room who are on Middle States committees reported that they were appointed to those seats by their division vice presidents.

Ms. Doney will be absent from this Friday's HEO Council meeting. Ms. Whitton will take attendance and minutes that day.

Committee Reports: No reports were given.

Old Business

Standing Committees: At our previous meeting, Ms. Killoran suggested the EB member on each committee convene the committee. It was agreed today that we should move forward with this, and the first order of business of each committee should be to elect its own chair, which does not necessarily have to be the EB member. This function can happen via email discussion and does not require a face-to-face meeting. However, we would like each committee to make a brief report at the April 19 full Council meeting to introduce their members and their chairperson to the full Council and update us on their initial progress and future plans.

Agenda for March 15 HEO Council General Meeting:

1. Introductions
2. Budget Report (Ms. Chandler, approx. 5-10 minutes)
3. Campus Safety Advisory Council (CSAC) presentation and feedback (Herbert Johnson and Irene O'Donnell, approx. 20 minutes)
4. John Jay 50th Anniversary Committee discussion (Ms. O'Donnell, approx. 10 minutes)
5. HEO Council upcoming nominations/elections (Ms. Quintian, approx. 10 minutes)
6. Upcoming vacancies on the Campus-Wide Assessment Committee (CWAC) (Ms. Marrero, approx. 5-10 minutes)

A motion to approve this agenda was made and seconded. Motion carried.

All other items under Old Business were tabled for the next meeting.

New Business:

50th Anniversary Committee: Ms. O'Donnell is on this campus-wide committee to plan the ways in which the college will celebrate its 50th anniversary. In addition to Ms. O'Donnell's presentation at Friday's HEO Council general meeting, Ms. Doney will send out an email to the HEOCOUNCIL listserv on Ms. O'Donnell's behalf, asking HEOs to submit their ideas.

Elections: The HEO elections process will begin on Friday, when Ms. Quintian will make an announcement at the HEO Council meeting. Ms. Doney will email a call for nominations after the meeting via the HEOCOUNCIL listserv. Deadline for nominations will be March 29, and nominees must accept their nominations by April 5. Paper ballots will go out before the end of April, and votes must be counted in time to introduce the winners at the HEO Council Meet & Greet on June 20.

It was decided that we should use this election cycle as an opportunity to address the fact that we are accidentally operating outside of our charter. Two of the current Members at Large are also College Council representatives: Ms. Chandler and Ms. Killoran. Under our current charter, one person cannot hold these two roles simultaneously. Each of these two people will need to decide whether to remain as a Member at Large and not run for re-election to the College Council. Ms. Killoran has chosen to run for re-election to the Council, and so she will resign her position as a Member-at-Large. Ms. Chandler was not present at the meeting, so Ms. Doney will contact her to find out her preference.

All of the 2012 nominees for Member at Large that are still willing to serve have already been promoted to fill other vacancies on the board, so it is not possible to backfill these seats with existing nominees. Therefore, in addition to the 5 College Council seats, the 2013 ballot will include candidates to backfill either one or both of these Member at Large slots for the remainder of the current term, depending in what Ms. Chandler decides.

Preliminary Agenda for April 19 HEO Council general meeting: The main topics for April 15 will be a follows:

1. The new General Education requirements, to be presented by Sumaya Villanueva if she is available.
2. Initial reports/introductions from the Standing Committees
3. Reminder that day about HEO elections and reminder to send in ballots, which should go out a week or so following this meeting.

Ms. Quintian will reach out to President Travis to see if he would like to address the HEOs in a separate meeting called some time in May for that purpose. We may also wish to schedule a separate, subsequent HEO Council meeting for Kevin Hauss talk about managing workload, as this issue may be a natural follow-up topic if the topics of budget reductions and position vacancies come up at the meeting with President Travis.

Consulting/Including HEO Governance: Last week, the college announced that commencement would be changed to make it shorter by eliminating the portion of the ceremony where students walk across the stage individually. The memo indicated that this decision was reached in consultation with the campus' elected leaders, those being the presidents of the faculty senate and the student council. No mention was made of the president of the HEO Council, even though HEOs play an integral part in the planning and execution of the commencement ceremony. This is at least the third time since the beginning of the current term of governance that an omission of this kind has happened: First, a photograph of the ribbon-cutting for the JayWalk included the presidents of the faculty senate and student council, but not of the HEO Council. Next, during the State of the College address, President Travis highlighted his interactions with the faculty senate and student council as evidence that shared governance is working well on campus, and made no mention of the HEO Council. This trend is a matter of concern to the Board. Last week's commencement memo was written by Interim Vice President for Student Affairs Tomas Stafford, who has now been replaced by the new Vice President, so it was not immediately clear how we could respond. The point was raised that if we addressed the issue with the incoming Vice President, we could use it as an opportunity to set the expectation from the very beginning that the HEO Council be consulted on such matters in the same manner as the other two constituent groups. A motion was made and seconded that Ms. Quintian should write a memo to this effect to the new VP from the entire HEO EB. Motion carried.

Adjournment: The meeting was adjourned at 11:30 A.M.

Respectfully submitted by Michele Doney

DRAFT