



HEO Council Executive Board Minutes
March 7, 2014
1:30 P.M.

Present: Inez Brown, Janice Carrington, Sandrine Dikambi, Michele Doney, Katherine Killoran, Nancy Marshall, Linda Mitchell, Kevin Nesbitt, Carina Quintian, Rosann Santos-Elliott, Johanna Whitton,

Absent: Marisol Marrero, Janet Winter

Call to Order: The meeting was called to order at 1:37 PM

Adoption of Agenda & Approval of Minutes: Motions were made and seconded to adopt the day's agenda and approve the minutes of February 7. Both motions carried.

Announcements & Reports:

Treasurer's Report: No changes since February 7.

Committee Reports: There were no committee reports.

Old Business:

Charter Review, Proposed Changes: The board went through the proposed changes to the charter one article at a time and discussed them. Several changes and additions were made to add clarity and resolve issues and internal inconsistencies within the document. The board discussed the two possible models of proportional representation (static model and fluctuating model). A motion was made and seconded to adopt the fluctuating model, primarily because it allows for growth in one division without ever taking seats away from another division. The motion was carried unanimously. It was agreed that Ms. Doney would type up the board's changes before distributing the side-by-side comparison document to the HEO Council membership in advance of next Friday's general meeting.

Charter Review, Strategy to Achieve Quorum: Ms. Dikambi will spearhead the effort to achieve quorum for the official vote at the May 7 general meeting. This will include email outreach, possibly flyers if there is enough money in the budget, and a SurveyMonkey poll a few weeks before the vote to gauge how close we are to a quorum and how much additional outreach may be needed.

All other agenda items were tabled due to lack of time, as the meeting had already run over.

Adjournment: Meeting was adjourned at 2:45 PM

Respectfully submitted by Michele Doney

Proposed Changes to the HEO Council Charter Spring 2014 Submitted to Executive Board by Charter Review Committee

Section	Current Charter	Proposed Revised Charter	Description of Change
Mission Statement	The Higher Education Officers Council is an organization of professionals employed in the Higher Education Officer series at John Jay College of Criminal Justice. We are committed to improve our quality of life and professionalism, as affected by contractual and policy issues. We affirm our common commitment to strengthen the institution in which we work to advance quality education and the effectual delivery of services.	The Higher Education Officers Council is an organization of professionals employed in the Higher Education Officer series at John Jay College of Criminal Justice. We are committed to improve our quality of life and professionalism, as affected by contractual and policy issues. We affirm our common commitment to strengthen the institution in which we work to advance quality education and the effectual delivery of services.	No change
Article I: Powers of the Higher Education Officers Council	The Higher Education Officers Council of John Jay College is the voice of its non-teaching and teaching membership. The Council shall engage in on-going dialogue with the Administration, College Council, and other college constituents to assure the well being of its membership and make recommendations to promote effective management of the College.	The Higher Education Officers Council of John Jay College is the voice of its non-teaching and teaching membership. The Council shall engage in on-going dialogue with the Administration, College Council, and other college constituents to assure the well being of its membership and make recommendations to promote effective management of the College.	No change
Article II: Membership of the Higher Education Officers Council	<p>Higher Education Officers Council</p> <p>Executive Board</p> <p>The Higher Education Officers Executive Board consists of the President, Vice President, Secretary, Treasurer and Four Elected Members At-Large. Elections are held in March: appointments to offices are effective as of July 1st, for a two year term ending June 30th.</p> <p>Executive Officers</p> <ol style="list-style-type: none"> 1. President: The President presides over the Higher Education Officers Council and Executive Board meetings. The President represents the Higher Education Officers Council within the College Community. The President is a statutory voting member of the following 	<p>Section 1 - Executive Committee</p> <p>The Higher Education Officers Executive Committee consists of five Executive Officers, four Members At-Large, and the five elected College Council Representatives including the alternate. Executive officers and Members at Large serve a two year term beginning July 1 of even-numbered years and ending June 30. College Council representatives serve a one-year term beginning July 1 and ending June 30. All members of the Executive Committee have voting privileges. All members of the Executive Committee serve on at least one additional standing committee.</p> <p>Section 2 – Powers and Duties of the Executive Officers</p> <p>The President presides over the Higher Education Officers Council and Executive Committee meetings. The President represents</p>	<p>Change the name of the executive body from Executive Board to Executive Committee to be consistent with the College Council and Faculty Senate.</p> <p>College Council Reps would be full voting members of the Executive Committee (under the current charter, they attend EC meetings but do not vote)</p> <p>Mandatory committee service for all EC members.</p> <p>Most vacancy language is moved to the new Article VII.</p> <p>Roles of most officers are more clearly</p>

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	<p>College Council committees: Executive Board of the College Council; Budget and Planning Committee; Financial Planning sub-committee; and Strategic Planning sub-committee. (See Article VI)</p> <p>The Executive Board shall declare the Office of The President vacant and the voting seat on the College Council unoccupied when the president is unable to complete the term. The Executive Board will agree on appropriate actions to fill the vacancy.</p> <p>2. Vice President: The Vice President presides over the Higher Education Officers Council and Executive Board meetings when the President is absent or when the President yields in order to participate in a motion or discussion. The Vice President may choose to: succeed as interim president or remain as vice president until a new presidential election is held if the president is unable to complete the term of office.</p> <p>3. Secretary: The Secretary records the minutes of the Higher Education Officers Council and the Executive Board meetings and submits them to the Executive Board for approval. In the absence of the Secretary, one of the four members at large will record the minutes at that meeting. The Secretary distributes minutes to the Council prior to the meetings. The Secretary receives and records correspondences and</p>	<p>the Higher Education Officers Council within the college community. The President is a statutory voting member of the College Council and the following College Council committees: Executive Committee of the College Council, Budget and Planning Committee, and both the Financial Planning sub-committee and Strategic Planning sub-committee of the Budget and Planning Committee.</p> <p>The Vice President presides over the Higher Education Officers Council and Executive Committee meetings when the President is absent or when the President yields in order to participate in a motion or discussion. In the event that a seat normally occupied by a HEO Council representative to a collegewide committee becomes vacant, the Vice President coordinates the filling of the vacancy. If the President is unable to complete the term of office, the Vice President assumes the role of Interim President until, at the discretion of the Executive Committee, either a special election is held or regular elections occur.</p> <p>The Corresponding Secretary creates and distributes the meeting calendar for the HEO Council and Executive Committee and posts the meetings on the college governance calendar online. The Corresponding Secretary obtains rooms on campus for all HEO Council meetings and events and submits the necessary work orders. During elections, the Corresponding Secretary publishes the call for nominations, collects nominations and candidate statements, prepares and mails ballot materials, and records receipt of ballots as they are returned. The Corresponding Secretary convenes the Elections Committee to count the ballots, receives the certified results, and publishes them.</p> <p>The Recording Secretary prepares the agendas for meetings of the Higher Education Officers</p>	<p>defined.</p> <p>The Vice President is tasked with coordinating the filling of vacancies on collegewide committees that have HEO Council reps. In addition, what happens in the special case of a presidential vacancy is clarified.</p> <p>The office of Secretary is split into Corresponding Secretary and Recording Secretary.</p>

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	<p>committee reports. The Secretary also maintains the archive of records and current membership mailing list.</p> <p>4. Treasurer: The Treasurer manages the budget and financial planning and reports to the Executive Board and to the Council.</p> <p>5. Members At-Large: The Members At-Large alternately record Executive Board minutes in the Secretary's absence and then submits them to the Secretary for review and appropriate distribution when necessary.</p> <p>The Higher Education Officers Executive Board declares an executive officers position vacant when an elected officer is unable to complete the term. The Executive Board will agree on appropriate actions to fill the vacancy.</p>	<p>Council based on items submitted by members and approved by the Executive Committee, and for meetings of the Executive Committee based on items submitted by committee members and approved by the President and Vice President. The Recording Secretary also records the minutes of those meetings and submits them for approval. In the absence of the Recording Secretary, one of the four Members at Large records the minutes. The Recording Secretary maintains the HEO Council records archive and website. The Recording Secretary obtains an official list of active HEOs from the Office of Human Resources at the beginning of each month to be used for the following purposes: To update the HEO COUNCIL listserv (monthly), to determine the number of current HEOs in each division for the purpose of determining the composition of the board for the upcoming term (March of even-numbered years), and to generate ballots for elections (April) and other necessary mailings.</p> <p>The Treasurer manages the budget and financial planning for the HEO Council. The Treasurer reports on expenditures at the Executive Committee meetings and at the first and last general meetings of the Council in each fiscal year. The Treasurer submits copies of these reports to the Recording Secretary to be posted to the HEO Council website.</p> <p>Section 3: Members at Large</p> <p>The Members At-Large take turns recording the minutes in the absence of the Recording Secretary. Each Member At-Large is charged with chairing one of the Standing Committees of the HEO Council.</p> <p>Section 4 – HEO Council & HEO Council Representatives</p> <p>The HEO Council shall consist of the members</p>	

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		<p>of the Executive Board (14) and a group of elected HEO Council Representatives that proportionally represent the HEOs assigned to the five divisions of the college (Academic Affairs, Enrollment Management, Finance & Administration, Marketing & Development/President's Office, and Student Affairs). For the purpose of determining proportional representation, the HEOs who work in the President's Office shall be grouped with Marketing & Development. Each of the five divisions shall have one representative plus one additional representative for every 15 HEOs working in that division as of March 1 of each. These individuals all carry one equivalent vote in meetings of the HEO Council.</p> <p>HEO Council Representatives serve a two year term beginning July 1 of even-numbered years and ending June 30. No individual can be elected to be a HEO Council Representative concurrently with any other position on the HEO Council. The HEO Council Representatives are charged with representing the other HEOs in their division, bringing any business, issue, or notification to the Executive Committee on behalf of others or themselves.</p>	<p>Members at Large are tasked with chairing standing committees.</p> <p><u>This is the most important change in the proposed revisions!</u> Composition of the HEO Council is redefined. Currently, every HEO on campus is automatically a part of the HEO Council and counts toward quorum whether they are interested in governance or not, hindering the ability of the HEO Council to conduct real business. Under the revised charter, the entire HEO Council switches to a system of proportional representation, with each division represented by a number of reps proportional to the number of HEOs in the division.</p>
Article III: Voting & Participation	<p>Voting and Participation</p> <p>Each member of the Higher Education Officers Council shall have one vote. Absentee ballots may be used under such conditions as the Executive Board may prescribe.</p> <p>Quorum of the Higher Education Officers Council, the Executive Board, and Standing Committees is two-thirds of the voting members present.</p> <p>Members of the Higher Education Officers Council are welcome to speak at Executive Board meetings; however, voting is limited to the</p>	<p>Section 1 – Voting</p> <p>A quorum shall be a majority of the voting membership. A majority vote of members present is required to pass a motion. While only members may vote, all HEOs are welcome and encouraged to attend and speak.</p> <p>Section 2 – Elections</p> <p>Nominations: Nominations may be made in person at meetings, in writing, or electronically to the Corresponding Secretary during the period beginning with the first meeting of the</p>	<p>Old definition of quorum was incorrect and inconsistent with the NY Open Meetings Law and has been corrected.</p> <p>Language about absentee ballots that is inconsistent with the NY Open Meetings Law has been deleted.</p> <p>Language is added to note that although not all HEOs will be on the Council anymore, they are welcome to attend and to speak, just not to vote.</p>

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	<p>Executive Board members.</p> <p>Electoral Process</p> <p>Nominations: Candidates are nominated for the offices of President, Vice President, Secretary, Treasurer, and four members At-Large at the first Higher Education Officers Council meeting held in March. Electronic or written nominations can be submitted to the Secretary one week before the Council meeting.</p> <p>Acceptance: Candidates attending the March meeting who are nominated for executive officers can accept or decline the nominations in person. Candidates absent from the March meeting and who are nominated for executive officers must inform the Secretary within one week after the meeting to decide whether they accept or decline the nominations.</p> <p>Ballots: The Higher Education Officers Executive Board mails ballots to the Council after nominations are confirmed. Completed ballots must be returned within two weeks from the date they are received from the Secretary.</p> <p>Results: The Higher Education Officers Council Elections Committee tabulates the votes and certifies the election results.</p> <p>Notification: The President of the Higher Education Officers Council announces the election results at the next Council meeting.</p>	<p>Higher Education Officers Council held in March and continuing through a date designated by the Executive Committee.</p> <p>Acceptance: Nominees must notify the Corresponding Secretary in person at a meeting, in writing, or electronically of their choice to accept or decline a nomination by a deadline set by the Executive Committee.</p> <p>Ballots: The Corresponding Secretary prepares and distributes ballots early in May to all HEOs after nominations are confirmed. Completed ballots must be returned within two weeks of the date distributed.</p> <p>Results: The Higher Education Officers Council Elections Committee tabulates the votes and certifies the election results.</p> <p>Notification: The election results will be published prior to the end of the fiscal year.</p>	<p>“Electoral Process” is changed to “Elections” to be consistent with Faculty Senate and College Council</p> <p>Language about the nomination period and process is updated to reflect what we actually do.</p>
<p>Article IV: Regular and Special Meetings</p>	<p>Regular and Special Meetings</p> <p>The Higher Education Officers Executive Board plans the annual schedule of meetings.</p> <p>The Higher Education Officers Executive Board meets every month during the fall and spring semesters. The Executive Board can alter this</p>	<p>The Higher Education Officers Executive Committee plans the annual schedule of meetings for both the Executive Committee and the HEO Council. This schedule will be distributed by September 15th.</p> <p>The Higher Education Officers Executive Committee meets every month during the fall and spring semesters. The Executive</p>	<p>Deadline of Sep 15th is added for distribution of the meeting calendar.</p>

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	<p>schedule when necessary.</p> <p>The Higher Education Officers Council meets twice during the fall and spring semesters. The Executive Board can alter this schedule when necessary.</p> <p>The Higher Education Officers Executive Board can invite members of the college community and university and guests to participate in Council meetings.</p>	<p>Committee can alter this schedule when necessary. The Higher Education Officers Council meets twice during the fall and spring semesters. The Executive Committee can alter this schedule when necessary. All HEOs are welcome and encouraged to attend.</p> <p>The Higher Education Officers Executive Committee can invite members of the college community, university, and guests to participate in Council meetings.</p>	
Article V: Agenda	<p>Agenda</p> <p>Higher Education Officers Council members can forward electronic or written agenda items to the Executive Board ten working days prior to a Council meeting. Late agenda items will be tabled for the next Executive Board meeting.</p> <p>The Executive Board establishes priorities and approves the agenda items and sends the agenda to the Council Secretary to distribute to members prior to a Council meeting.</p> <p>Council members can amend agenda items at Council meetings.</p> <p>The Executive Board can convene a Council meeting without an approved written agenda.</p>	<p>The agenda for the Higher Education Officers Council is set by the Executive Committee. Higher Education Officers Council members can forward electronic or written agenda items for HEO Council meetings to the Recording Secretary at least ten working days prior to the preceding Executive Committee meeting. Late agenda items may be tabled for the next Executive Committee meeting.</p> <p>The Executive Committee establishes priorities, approves the agenda items, and sends the agenda to the Recording Secretary to distribute to members prior to a Council meeting.</p> <p>Council members can amend agenda items at Council meetings.</p> <p>The Executive Committee can convene a Council meeting without an approved written agenda.</p>	No substantive changes—minor clarification of language
Article VI Representation on the College Council	<p>Representation on the College Council</p> <p>The Higher Education Officers Council elects five members as representatives on the College Council. The President of the Higher Education Officers Council is a statutory voting member.</p> <p>The Executive Board appoints one Higher Education Council member as an alternate member of the College Council.</p>	<p>Section 1 – Selection</p> <p>The Higher Education Officers elect four members as representatives on the College Council. In addition, the President of the Higher Education Officers Council is a statutory voting member of the College Council.</p> <p>The Executive Committee appoints the person with the fifth largest number of votes as the</p>	Some clarification of language. Also, the method by which the alternate is selected is codified. For the past several years, the candidate for College Council Representative who got the fifth largest number of votes was automatically appointed as the alternate. This practice is codified in the proposed new charter.

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	<p>Representatives</p> <p>President: The President is a statutory member of the College Council. Only the President can serve on the Higher Education Officers Executive Board and on the College Council. (See Article II).</p> <p>Four Elected Council Members: The Higher Education Officers Council annually elects four voting members to the College Council.</p> <p>Alternate Member: The Executive Board appoints one Higher Education Officer as an alternate member to the College Council.</p> <p>Terms of service on the College Council are determined in the College Council Charter.</p>	<p>alternate member to the College Council.</p> <p>Section 2 - Representatives</p> <p>President: The President is a statutory member of the College Council.</p> <p>Four Elected Council Members: The Higher Education Officers annually elect four voting members to the College Council.</p> <p>Alternate Member: This person will have voting rights if one of the elected members is not present at College Council.</p> <p>Other than the President, no College Council Representative may simultaneously hold another office on the Executive Committee.</p> <p>Terms of service on the College Council are determined in the College Council Charter.</p>	
New Article VII: Vacancies	N/A	<p>The HEO Council may declare a vacancy in membership or in an office of the HEO Council by adopting a resolution to that effect if a member resigns, can no longer serve, or no longer meets the requirements for membership. A member may resign from the HEO Council by submitting notice in writing to the HEO Council President. To remove a member or officer for cause requires a 2/3 vote of the Executive Committee. After declaring a vacancy, the Council shall determine what action, if any, is to be taken to fill the vacancy.</p> <p>See Article II for a special exception for vacancies in the role of President.</p>	<p>Collects language on vacancies from elsewhere in the document and places it all together here.</p> <p>Describes procedures for declaring and filling vacancies in greater detail.</p>
Old Article VII, New Article VIII Committees	<p>Committees</p> <p>The Higher Education Officers Executive Board can establish Standing and Ad-hoc committees which will advance the mission of the organization. These Committees determine their</p>	<p>Section 1 – Establishment of Committees</p> <p>The Higher Education Officers Executive Committee may establish Standing and Ad-hoc committees to advance the mission of the organization. These Committees determine</p>	<p>The Executive Committee is now listed here as a standing committee of the HEO Council to be consistent with the College Council Charter and the new Membership committee has been added.</p>

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	<p>goals and objectives. The various chairs report to the Executive Board and the Council. The membership of these committees is voluntary.</p> <p>The Higher Education Officers Council established the following Ad Hoc Committees:</p> <p>Budget Committee Charter Review Committee Elections Committee Quality of Life Committee</p> <p>The Higher Education Officers Executive Board recommends two members to the following committees for President's approval:</p> <p>The Higher Education Officers Screening Committee – 1 member The Labor - Management Committee – 2 members</p>	<p>their goals and objectives in consultation with the Executive Committee. The various chairs report to the Executive Committee and the Council. Membership on committees other than the Executive Committee is open to all HEOs whether or not they are members of the HEO Council. Membership is voluntary, with the following exceptions: Membership on the Executive Committee is by election, the chairperson of the Budget Committee shall be the HEO Council representative to the College Council's Budget and Planning Committee, and the chairpersons of the four remaining committees shall be the Members at Large.</p> <p>The Higher Education Officers Council establishes the following Standing Committees:</p> <p>Executive Committee (Chairperson is the President of the HEO Council)</p> <p>Budget Committee (Chairperson is the HEO Council representative to the BPC)</p> <p>Charter Review Committee (Chairperson is a Member at Large)</p> <p>Elections Committee (Chairperson is a Member at Large. In the event that the chairperson is nominated to run for an elected position, the chairperson must step down as chair prior to the convening of the Elections Committee to count the ballots)</p> <p>Quality of Life Committee (Chairperson is a Member at Large)</p> <p>Membership Committee (Chairperson is a Member at Large)</p> <p>Section 2 – Representation on College-Wide Committees</p>	<p>Given the new proportional representation model of the HEO Council, language is added here to make it clear that all HEOs can serve on the standing committees other than the Executive Committee even if they are not members of the HEO Council.</p> <p>Some other clarification of language and addition of details.</p>

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		<p>The Higher Education Officers Council selects representatives to serve on various campus committees in other than an ex officio capacity, including but not limited to the following:</p> <p>The Higher Education Officers Screening Committee: One representative, selected by the HEO Council Executive Committee and approved by the College President</p> <p>Budget and Personnel Committee: One representative, must be approved by the College Council</p> <p>Campus-Wide Assessment Committee: Three representatives serving two-year terms such that two representatives are appointed to begin in even-numbered years and one is appointed to begin in odd-numbered years. The three representatives to the College-Wide Assessment Committee must come from three different divisions of the college.</p> <p>Campus Safety Advisory Committee: Three members</p> <p>HEOs also serve on various campuswide committees in an ex officio capacity based on the positions they hold on campus.</p> <p>Any HEO can nominate a representative for a collegewide committee, and any HEO can be nominated. The process of nomination and selection is coordinated by the Vice President. Except where noted above, the HEO Council shall approve selections by a simple majority.</p>	
<p>Old Article VIII, New Article IX Amendments</p>	<p>Amendments</p> <p>The Higher Education Officers Council can propose motions to amend the charter.</p> <p>A quorum (See Article III) is required of the members present at a Council meeting to pass or</p>	<p>The Higher Education Officers Council can propose charter amendments to the Charter Review Committee. The Charter Review Committee submits revisions to the Executive Committee for discussion and placement on the HEO Council calendar as follows: Proposed changes to the charter will be presented at two</p>	<p>Language changed to reflect the correct definition of quorum under the NY Open Meetings Law. A specific procedure for amending the charter is described. Some additional clarification of language and procedure.</p>

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	veto a proposed amendment.	successive meetings of the HEO Council, with discussion to take place at the first meeting and a vote to be held at the second meeting. A quorum must be present to vote on a proposed amendment (See Article III), and a majority of members present must vote in favor for an amendment to pass.	

HEO Council, Fluctuating Composition Model:

Division	#HEOs as of 052914	Fixed Reps	Proportional Reps @ 1 per 15 H	Total Delegation @ Factor 15 (rounding down)
AA	81	1	5	6
EM	54	1	3	4
FA	47	1	3	4
MDP	30	1	2	3
SA	46	1	3	4
Total	258	5	16	21
HEO Council:				
Fixed Reps	5			
Proportional Reps	16			
EB Members	14			
Total Council	35			
Quorum would be	18			
Min to pass a motion	10			

HEO Council, Static Composition Model (Regular Members = 15)

Division	#HEOs as of 052914	% of total	Members out of 14	Rounding Up/Down
AA	81	0.3139535	4.709302326	5
EM	54	0.2093023	3.139534884	3
FA	47	0.1821705	2.73255814	3
MDP	30	0.1162791	1.744186047	2
SA	46	0.1782946	2.674418605	3
Total	258	1	15	16 ??? What do to in this case?
HEO Council:				
Reps	15			
EB	14			
Total Council	29			
Quorum would be	15			
Minimum to pass a motion	8			