



HEO Council Executive Board Minutes
May 10, 2013
1:30 P.M.

Present: Janice Carrington, Michele Doney, Angelo Kyriacou, Nilsa Lam, Nancy Marshall

Absent: Kinya Chandler, Katherine Killoran, Marisol Marrero, Linda Mitchell, Carina Quintian, Johanna Whitton

Call to Order: The meeting was called to order at 2:00 P.M. by Ms. Lam.

Adoption of Agenda & Approval of Minutes: There could be no vote to adopt the day's agenda or approve minutes from the April 4 meeting due to lack of a quorum.

Old Business:

Charter Review: Ms. Lam updated the members on the work of the Charter Review Committee, which has met twice and has already made it through the first several pages of the charter. They will be meeting at the end of every month. The idea of having elected representatives from each division, proportional to the number of HEOs working in that division, is gaining traction, especially in light of the low attendance at meetings and concerns over quorum. It was agreed that elected representatives would be more likely to show up to meetings because they had agreed to serve in that capacity.

Elections: The deadline for ballots is Friday, May 16. Several members of the Elections Committee are on the ballot, so they must step down and be replaced. Ms. Carrington volunteered to serve on the elections committee. There was some discussion about the role of the elections committee. There was renewed discussion about the suitability of electronic voting using the system designed by Student Affairs and the Department of Information Technology for the Student Council. It was determined that, even though the system cannot tell us who has voted and who has not, because it is still set up to prevent any one person from voting more than once, it wouldn't be important to know the names. Going forward, one possibility would be to delegate to the Elections Committee the task of implementing electronic voting before the 2014 HEO Elections.

Quorum Clarification: After the last meeting, there was some confusion about the definition of quorum and what it is needed for under the New York Open Meetings Law and the General Construction Law. Ms. Doney reported that, based on the wording of those two laws and her conversation with a member of the Committee on Open Government (which is responsible for interpreting the OML), a quorum is a simple majority: 50% of the total membership (not of those present) plus one. There is no situation when a two-thirds majority is required. A quorum is

necessary to conduct official business and do anything that requires a vote. In the absence of a quorum, the only thing that can be voted on is a motion to adjourn for lack of quorum. There was some discussion about how difficult it would be to assemble a quorum of all 250-plus HEOS, and how this will affect how we define HEO Council membership in the current round of charter review. It was also noted that there was not a quorum at the current Executive Board meeting, so while we could discuss agenda items, no decisions could be made.

Meet & Greet: Ms. Carrington updated us on the budget and our remaining balance for the year, as food must be ordered for the June 20 Meet & Greet, and invitations must be printed. It came to light that the bill for last year's Meet & Greet was charged against this year's budget. In addition, even though the food order for the first few HEO Council meetings was the same as in previous years, the bill was significantly larger. Therefore, we have \$195 left for the year. This will not be enough for the food for the Meet & Greet. The possibility of skipping printed invitations in favor of email-only invitations was discussed. It is not clear what will happen with the food order for June 20. Ms. Carrington and Ms. Lam will look into it and let everyone know.

Ms. Carrington will obtain a list of HEOs who have earned 13.3.b this year so we can honor them at the Meet & Greet.

HEO Outreach: Ms. Lam, Ms. Mitchell, and Ms. Whitton have met to develop a strategy for better outreach to HEOs to determine what it means to people, what they want it to be, and what would motivate/enable them to attend HEO Council meetings more often. They have identified several groups of HEOs to meet with to discuss these topics. Ms. Doney noted that, during the process of soliciting nominations for the current HEO elections, many potential nominees expressed that they could not self-nominate or accept a nomination without supervisor approval, which hinged largely upon the projected time commitment and workload involved. This led to a discussion of how busy many HEOs are and how that affects their decision even to show up to HEO Council meetings four times per year. Ms. Doney suggested that the EB reach out to the division Vice Presidents to ask them to communicate to their managers the expectation that service in HEO governance should be encouraged and should not require permission. It was noted that service to the college such as membership on the Faculty Senate and other faculty committees is not only encouraged, but actually required for tenure. Mr. Kyriacou pointed out that the new community hour makes committee service much easier for faculty, because meetings are scheduled during community hour when, by definition, faculty are not teaching. There is no analog for HEOs.

New Business:

HEO On-Boarding: Ms. Lam reported that the on-boarding process for new HEOs by Human Resources includes an orientation and lunch. She would like the EB to be part of that. For example, information about HEO Council could be included in orientation, and a member of the EB could be part of the lunch. That will help new HEOs feel connected with the HEO Council right away. In the past, the HEO Council held an orientation for new HEOs, but because it only happened once or twice a year, new HEOs were often no longer really new by the time of the next orientation. To address the needs of HEOs who have been hired recently, we could plan an orientation just for them, perhaps in

the form of taking them out to breakfast. Going forward, the new involvement in the HR on-boarding process would take the place of that.

Planning for Next Year: Since this was the last scheduled meeting of the current year, the members present discussed preliminary ideas for next year. It was suggested that Janet Winter, the HEO delegate to the PSC, be a standing agenda item for all HEO Council general meetings. For the first meeting of the new year, additional agenda items might include reports from all of the standing committees and an open forum for HEOs to express their ideas and concerns. It was pointed out that a report from the Quality of Life Committee might fit very well with an open form for HEO concerns.

Adjournment: The meeting was informally adjourned at 2:45 PM

Respectfully submitted by Michele Doney