



**HEO Council Executive Board  
Minutes  
November 16, 2012  
12:00 P.M.  
(resched. from November 9)**

**Present:** Kinya Chandler, Michele Doney, Angelo Kyriacou, Nilsa Lam, Marisol Marrero, Nancy Marshall, Carina Quintian

**Absent:** Janice Carrington, Katherine Killoran, Irene O'Donnell, Crystal Vasquez

**Call to order:** The meeting was called to order at 12:15 PM by Ms. Quintian

**Approval of Minutes:** A motion to approve the minutes from October 1 was made by Ms. Marshall and seconded by Ms. Kyriacou. Motion carried.

**Announcements:** There were no announcements.

**Committee Reports:**

**BPC/SPS:** Ms. Chandler & Ms. Quintian reported on the Budget & Planning Committee, and particularly the activities of the Strategic Planning Subcommittee (SPS), which comprises Ms. Chandler, Ned Benton, and Ric Anzaldua. SPS has been meeting regarding the issue of space planning and allocation. The college would like to bring back the space consultant in the spring. The college has stressed to the consultant that decisions regarding space allocation will be communal in nature, and Ms. Chandler feels the HEOs have a substantial role to play. Ms. Chandler indicated that before the space consultant comes in the spring, we need a Certificate of Occupancy for the New Building so we can do construction in it, and we need an inventory of all currently available space on campus and a census of all employees working in them.

There are still space issues in the New Building, and one of the problems is that there is no centralized, comprehensive database of where each employee is physically located. Ms. Marshall noted that in her previous role with Facilities, she maintained a database like that, but it appears Facilities has not kept up that practice. SPS will be taking an inventory of space in the academic departments and a census of all current faculty and new faculty hires planned for the next few years. Ms. Marrero pointed out that space is also a problem for non-academic departments that are expanding and hiring more HEOs. Ms. Chandler said that SPS is aware that the space problem affects staff as well as faculty, and noted that in some places, HEOs are sharing offices or working in cubicles. One of the goals of SPS should be to gather data on space, staffing levels, and patterns of service volume in the various non-academic departments on campus such as One Stop and the tutoring centers so that space allocation and staffing can be done according to what departments need in order to adequately serve students. Based on that, the subcommittee hopes to create a single, comprehensive document that ties together the staffing plan, the financial plan, and the space plan and will form the basis for all future decisions regarding hiring and space allocation. This would reduce or eliminate some of the less-than-optimal practices

taking place currently, such as hiring new employees without determining first if there is a place to put them on campus and setting priorities for the college without addressing attendant space considerations.

The plan right now is for each of the Vice Presidents to report on the staffing and space needs of their own areas. Ms. Chandler feels the HEOs have a significant role to play in this process, assessing the needs of their departments and the volume of service they are providing, and putting that data forward so no area is overlooked.

The EB will present this issue to the HEO Council, beginning with a basic overview at the November 29 Council meeting.

No other committee reports were made.

## **Old Business**

Roberts Rules training: Ms. Lam contacted Karen Kaplowitz to obtain the name and contact information for the person who conducted the Roberts Rules training for the College Council over the summer. Ms. Kaplowitz did not have the information and suggested alternatives. Ms. Lam suggested that the most practical alternative would be to distribute the handouts from the summer training to the EB members, and we can train ourselves. Everyone agreed this was a good idea.

Goals for the upcoming year: Ms. Lam redistributed her list of goals in advance of the meeting, and the EB discussed how best to move forward with them. The list of goals is attached to these minutes. There was general agreement that the goals are all worthy and important, and Ms. Quintian expressed concern that they've been on the agenda for all of our meetings so far this year but we haven't moved forward with any of them. She suggested we choose one or two of the goals and focus just on them for now. Ms. Marrero felt outreach was the most important, because attendance at council meetings has been dropping, and we see the same faces over and over. Ms. Lam felt that we need to define who we are before we can effectively address the other goals. Ms. Doney suggested reviving the committees and letting them take on some of the other goals. The general upshot of the discussion was this: We need to do outreach to increase HEO participation on the council, but before we begin our outreach efforts, we need to define our message. Ms. Doney made a motion to add one additional EB meeting before the November 29 general Council meeting so we can define our outreach message and plan the outreach in time to increase turnout on the 29th. Ms. Marshall seconded. Motion carried. Ms. Doney will reach out to EB members via email to determine the day and time.

The following items were tabled until the December 7 meeting:

- Finalizing how HEO reps should rotate on and off the Campuswide Assessment Committee
- Charter issues
- HEO Council member survey and outreach plan

## **New business**

Agenda for the November 29 General Council Meeting: The following agenda items were chosen:

- Presentation and discussion of the Middle States Self Study Report and the upcoming Middle States site visits, by James Llana, Associate Provost for Institutional Effectiveness, as his request. Mr. Llana will discuss the Self Study itself, and the EB will share some information with the Council in advance via email regarding the roles HEOs are playing in the Middle States process.
- Update on budget and space planning by Ms. Chandler

- Reconstitution of the four HEO Council committees. The EB will determine exactly how this part of the agenda will play out when we meet again before the general council meeting.

The following New Business item was tabled until the December 7 meeting:

- HEO Listserv vs. Heo Council Listserv: status of the HEO Listserv, using the automated welcome message as a form of outreach, etc.

**Adjournment:** The meeting was adjourned by Ms. Quintian at 1:15 PM

Submitted by Michele Doney

Attachment: Email from Ms. Lam With List of Goals for the Upcoming Year

November 15, 2012

Hello all:

In preparation for the board meeting tomorrow, here is the suggested goals for the upcoming year. I really hope and think it is important to establish goals so that it provides a framework for what we will do for the next two years. See you tomorrow.

Revamping elections process

- Strengthen nomination and elections process
- Elicit brief biographies from nominees

Defining who we are/charter

- Define the Council's mission and philosophy. We need to examine whether the mission statement currently in our charter truly is reflective of what we do and our constituents.

Outreach/orientation

- If we have a difficult time having HEOs come to us (and there may be a lot of reasons why that is the case), we should go to them.
- Michele suggested members-at-large can take up the outreach role or even asking a small group of HEOs to help in outreach.

Human Resources

- Create a better partnership with HR.
- We should begin to use our own Council listserv email and give back the existing HEO listserv email to HR as they are the sole keeper for that email. In doing so, we need to establish a line of communication of how the Council should be notified especially when there are new employees so that we can update our membership accordingly.

Committees

- Last academic year, the board worked on 4 committees – quality of life, charter review, elections, budget review. In order to realize most of the items above, I think having these 4 committees up and running will help us a lot.

Nilsa Lam, MS Ed.  
Interim Director  
Enrollment Management Services



524 West 59th Street  
New York City, NY 10019  
Tel. 646.557.4510  
Fax. 646.557.4562