

**HEO Council Executive Board Minutes  
November 8, 2013  
1:30 P.M.**

**Present:** Members: Michele Doney, Katherine Killoran, Nancy Marshall, Kevin Nesbitt, Carina Quintian, Rosann Santos-Elliott, Johanna Whitton. Guest: Holly Kallman

**Absent:** Inez Brown, Janice Carrington, Marisol Marrero, Linda Mitchell, Janet Winter

**Call to Order:** The meeting was called to order at 1:40 PM

**Adoption of Agenda & Approval of Minutes:** There was no quorum, so there was no vote to adopt the agenda or approve the minutes from October 11.

**Announcements & Reports:**

Treasurer's Report: Ms. Carrington was absent but she submitted the current treasurer's report via email. Budget for the year is \$3,000. So far this fiscal year we have spent \$142.50 on refreshments for the October general meeting and \$39.53 on supplies from Staples for the special election to fill the vacant seat of Vice President. There was general agreement among the group that it was helpful for everyone to have this information, and especially helpful of Ms. Carrington to provide it via email in her absence. Going forward, the treasurer's report should be shared every month, either during the Executive Board meeting or via email if the treasurer is unable to attend.

HEO Council Archive: The HEO Council web page has been created at the following URL: <http://www.jjay.cuny.edu/6910.php> and can be accessed by going to the John Jay homepage and clicking About, then Governance, then Higher Education Officer Council. Currently the page contains the current charter, current and past meeting calendars, and list of committee members. Ms. Doney is in the process of loading past meeting minutes.

Charter Review Update: The Charter Review Committee meeting yesterday morning was canceled due to transit issues and will be rescheduled. The committee has a few final decisions to make and will then present its proposals to the board. The question was raised as to whether this presentation would be for the board to approve the proposed changes or purely informational. Ms. Quintian indicated she felt the board should vote.

Results of Special Election for Vice President: Ballots went out last week and the Elections Committee met this morning to count them. Results are as follows:

Sandrine Dikambi: 51 votes  
Rosann Santos-Elliott: 36 votes  
Howart Francis: 25 votes  
Holly Kallman: 13 votes  
Purnima Taylor: 11 votes

### **Old Business:**

All old business was tabled until the next meeting.

### **New Business:**

Pursuing Auxiliary Funds: There are two pots of money that are not part of the college's regular operating budget. One is The John Jay Foundation, whose funds come mainly from the college's fundraising efforts and are managed by the Foundation's Board of Trustees. The Foundation Board includes faculty and students but no HEOs. In the future the HEO Council should explore why there are no HEOs on the board and request HEO representation there.

The other is the Auxiliary Enterprises Corporation, whose funds come mainly from the revenue-generating activities of the college such as the bookstore, food service, facilities rentals, and film and television shoots on campus. Recently, the number of film shoots on campus has increased significantly, and this has become extremely profitable for the AEC. Because this is not tax levy money, it can be used however the AEC board deems appropriate. Currently, a large portion goes toward student scholarships. In addition, the auxiliary budget can be used to pay for food at events for which purchasing food from tax levy money would violate university policy. The HEO Council budget currently comes from the auxiliary budget, which is why we can use it to provide food at meetings and events.

The HEO Executive Board feel that as the size of the Auxiliary budget increases, we should fight for some of those funds. It was noted that our chances of success in obtaining more funds will be higher if we submit a detailed proposal indicating how they will be used. For example, we might wish to use it for professional development. While the PSC HEO-CLT Professional Development Fund provides funds for conference travel and other forms of professional development, there is a blackout period of three years after a HEO receives four grants, so Auxiliary funds could be used to assist HEOs with travel expenses during that period, or in the case where the PSC turns down an application. In addition, if we can make a compelling argument that providing food at our meetings is necessary to attract enough members to conduct business and be effective, we may be able to obtain a budget big enough to go back to providing full lunches at meetings.

Although there was no quorum for a vote, there was general consensus that the following three action steps would be the best way to get started:

1. Ms. Quintian will request a copy of the current Auxiliary Budget from Vice President Pignatello so we can see how big the budget is and how it is currently spent.
2. Ms. Quintian will find out who is on the AEC board. As far as we can tell, there are no HEOs on the board.

3. Mr. Nesbitt, Ms. Marshall, and Ms. Whitton will form a committee to work on a proposal for additional funding from the Auxiliary Budget for the HEO Council. They will also need to find out to whom the proposal should be submitted for consideration.

North Hall/Quality of Life Survey: Ms. Marshall has been in contact with John Pittman and Andrew Karmen of the Executive Committee of the John Jay faculty chapter of the PSC regarding an upcoming survey to gather information about conditions in North Hall. Ms. Marshall had been thinking about having the Quality of Life Committee administer a similar survey and reached out to the JJC-PSC EC to see about collaborating with them. Mr. Pittman and Mr. Carmen were happy to share their survey, and the Quality of Life Committee met to discuss it. During their discussion they decided they really wanted to survey all of the HEOs and not just the ones who spend time in North Hall. Ms. Marshall presented several proposed changes to the PSC survey, and several members of the HEO EB made additional suggestions. For example, Ms. Santos-Elliott noted that the survey should include a question about accessibility as it relates to the Americans with Disabilities Act. Other suggestions relating more broadly to quality of life, such as a wider variety of diet soda choices on campus, were also made. It is not clear whether a broader, campus-wide survey will be consistent with the faculty's goals of capturing data relating specifically to working conditions in North Hall. Ms. Marshall will submit our proposed changes and additions to Mr. Pittman and Mr. Carmen and see how they respond.

Membership: Tabled.

**Adjournment:** The meeting was adjourned at 2:45 PM.

Respectfully submitted by Michele Doney