

John Jay College of Criminal Justice
The City University of New York

**MINUTES OF THE EXECUTIVE BOARD
OF THE COUNCIL OF HEOS**

Tuesday, October 10, 2006

Opening:

The second meeting of the Executive Board of the Council of HEOs for the 2006- 2007 academic year was convened by Irene O'Donnell, President, at 1:15 PM in room 630T.

Members Present:

Members in attendance were Irene O'Donnell, Rulisa Galloway-Perry, Kinya Chandler, Sylvia Crespo-Lopez, Bill Devine, Herbert Johnson, Debra Parker, and Carina Quintian.

Approval of Minutes

There were no minutes submitted for approval. Minutes of the 9/27/06 meeting will be submitted at the next meeting.

Announcements

The date of the first HEO Orientation has been changed to Friday, October 13, 2006 at 10 AM in room 616 BMW. Irene will send an email to President Travis requesting permission to order a continental breakfast from MBJ.

Sylvia Crespo-Lopez was elected as the HEO representative to the Executive Board of the College Council.

Bill Devine will be put forth to serve as the ex-officio member of the College Council.

Nancy Marshall and Paul Wyatt were elected as the HEO representatives to the Committee on Ceremonial Occasions.

New Business

We reviewed the list of new HEOs to make sure that Human Resources reached out to all appropriate staff.

There was a brief review of the prior meetings discussion about the position of HEO representative to the HEO Screening Committee. The board decided to put forth Bill Devine and Darryl Westcott-Marshall as the two candidates to serve on the HEO Screening committee and to recommend new criteria for serving on this committee when we meet with President Travis.

A new schedule of meetings for the Executive Board was established as follows:

- Friday, 9/22/06
- Tuesday, 10/10/06

- Thursday, 11/2/06
- Wednesday, 2/7/07
- Thursday, 3/1/07
- Wednesday, 4/4/07
- Tuesday, 5/8/07
- Tuesday, 6/5/07

We also agreed that the board must approve a draft a revised charter at its 3/1/07 meeting in order to distribute it to the general membership at then 3/14/07 meeting for review and discussion. Two majority votes by the general membership must be taken at the 4/19/07 and 5/8/07 meetings in order to approve the revised charter.

The board also indicated that future agenda items for the general meetings should include increment and reclassification criteria.

Agenda for the Next Meeting

We will begin the charter review process.

Adjournment

Meeting was adjourned at 1:10 PM by Irene O'Donnell. The next meeting will be at 12:00 PM on Thursday, November 2, 2006 in room 630T.

Minutes submitted by: Kinya Chandler

Approved by: All