



**HEO Council Executive Board Minutes
October 11, 2013
1:30 P.M.**

Present: Inez Brown, Janice Carrington, Michele Doney, Katherine Killoran, Nilsa Lam, Marisol Marrero, Linda Mitchell, Kevin Nesbitt, Carina Quintian, Rosann Santos-Elliott, Janet Winter

Absent: Nancy Marshall, Johanna Whitton

Call to Order: The meeting was called to order at 1:38 PM

Adoption of Agenda & Approval of Minutes: Motions were made to adopt today's agenda and approve the minutes from September 20. Both motions passed.

Announcements and Reports:

Ms. Killoran reminded the board that that today is Nilsa Lam's last day at John Jay, and therefore her last meeting with the HEO Council. Her many years of service to the HEO Council were noted. Mr. Nesbitt made the following announcement regarding student evaluations of faculty: The College Council recently voted down a proposal to move away from in-class, paper-based evaluations toward online evaluations. Academic Affairs believes the concept of online evaluations is sound, however, and will move forward with a small pilot program including a handful of undergraduate and graduate classes in order to gather data, after which they will renew their proposal. Ms. Quintian shared with the board her feeling that there needs to be better preparation for newly elected members of the Executive Board, including College Council representatives. Currently, there is no orientation, training, handbook, position description, or any other substantive way to prepare newly elected board members for service. Addressing this lack should be a priority moving forward. In addition, she indicated there should be better communication between the College Council representatives and the rest of the HEO Council.

Our College Council representatives reported that our submission of Maureen Coyle and Kelly Greene as the two new HEO representatives on the Collegewide Assessment Committee was approved by the College Council. In addition, the College Council is in the process of revising the Dean's List criteria to include a higher GPA and intervals of one semester rather than the entire academic year. Pros and cons to the new model were discussed.

Old Business:

Review of last year's goals: Tabled due to lack of time

Campus Safety Advisory Committee: The HEO Council needs to send two representatives to serve on this committee: one to replace Herbert Johnson, who is retiring, and another to fill a newly created seat resulting from reconfiguration of the committee. Irene O'Donnell will continue on the committee. We reached out to the following HEOs, who had indicated a willingness to serve on CSAC last year when we thought we might have a vacancy: Katie Gershman, Alicia Kelly, John Leebens, Howart Francis, Danielle Officer, Nancy Marshall, and Marisol Marrero. Ms. Gershman, Ms. Kelly, Mr. Leebens, and Mr. Francis are all still willing to serve. The board considered these four candidates and have decided to put forward the names of Mr. Leebens and Mr. Francis. Ms. Doney will reach out to them to let them know, and Ms. Winter will reach out to them to provide them with additional details.

Agenda for October 17 HEO Council meeting: Joe Laub is not available on October 17, and it is not clear at this time who can give the budget update. It was decided that a special meeting will be scheduled in early November for Chief Information Officer Joe Laub and Vice President for Enrollment Management Richard Saulnier to provide a general update for HEOs on the CUNYfirst implementation. The rest of the agenda for October 17, approved at the September 20 Executive Board meeting, remains unchanged.

Agenda for November 22 HEO Council Meeting: There will be 10 minutes for business items at the beginning of the meeting, followed by 50 minutes for the Commencement Focus Group, to be led by Rosann Santos-Elliott. A motion to approve this agenda was made and seconded. Motion carried.

Board membership on standing committees: Committee descriptions and lists of committee members were circulated to the Board via email after September 20, but most new board members have not yet selected committees. In addition, the newly approved Membership Committee has no members at all. Ms. Marrero, Ms. Winter, Ms. Killoran, and Ms. Santos-Elliott all agreed to serve on the Membership Committee. Ms. Marrero will convene the committee for its first meeting, at which a chairperson will be chosen. After the meeting, Ms. Brown indicated she would like to serve on the Charter Review committee. Mr. Nesbitt will take a look at the descriptions and let us know his choice.

New Business: There was no new business

Adjournment: The meeting was adjourned at 2:45 PM

Respectfully submitted by Michele Doney