

HEO Council Executive Board

Minutes

October 1, 2012
1:30 P.M.

Present: Janice Carrington, Kinya Chandler, Michele Doney, Katherine Killoran, Angelo Kyriacou, Nilsa Lam, Nancy Marshall, Irene O'Donnell, Carina Quintian

Absent: Marisol Marrero, Crystal Vasquez

Call to order: Meeting was called to order at 1:30 P.M. by Carina Quintian.

Approval of Minutes: Minutes from the September 7 meeting were approved.

Announcements:

Carina updated the group on the plan to invite someone to train us in the use of Roberts Rules. This had been suggested to the board by Nilsa Lam via email, and many members of the board expressed an interest. The person who provided this training to the College Council over the summer is a dean emeritus and a personal friend of Karen Kaplowitz, the president of the Faculty Senate, so Carina will check with Karen to see if she thinks it is appropriate to reach out to this person to train us.

The HEO Council budget was approved by the college for \$2500, which is slightly less than Janice's original proposal.

HEO Evaluations: The period for conducting annual HEO evaluations this year will be November 10 to December 15.

Committee Reports:

College Council: Carina reported that there was considerable discussion at this meeting regarding space issues. Leases are up for renewal in some of the college's leased space, such as the BMW building, and there was discussion about which offices will wind up in which locations over the long term. This led to some discussion among the Board about space issues and the temporary relocation of about 60% of offices and classes back to North Hall. It was noted that both students and faculty have been complaining that certain spaces in the New Building that should be available to them are not, such as conference rooms, the Black Box theater, and other common areas. In addition, there is not enough office space for faculty. Meanwhile, many classrooms and offices currently in Haaren Hall

are being relocated to North Hall because of renovations identified as necessary by DASNY. Some concern was expressed over the expense of this temporary location and the lack of proper furniture to accommodate people in North Hall, such as tablet chairs in classrooms. The college is considering allocating some funds to hire a space consultant to help us make the best use of the space we do have. In any case, John Jay must vacate North Hall and relinquish control by December, 2014.

No other committee reports were made.

Old Business:

Agenda for General Council Meeting on October 26:

- 12:00 – 12:20: Introductions, announcements & housekeeping
- 12:20 – 12:40: Contingent upon his availability, Kevin Hauss, new Executive Director of Human Resources, will give a presentation on recent restructuring in Human Resources so HEOs know whom to call for what in that office.
- 12:40 – 1:00: Anne Lopes, Dean of Undergraduate Studies, will update the HEOs on the new General Education requirements.

BPC Vacancy: Kim will step down as our representative to the BPC because service on that committee conflicts with her expanded duties in the Provost's office. There was some discussion as to whether her replacement should come from within the Executive Board or if it could be anyone from the HEO Council. It was decided that opening it up to anyone from the HEO Council furthers our goal of increasing HEO representation and involvement. A message will be posted to the HEO Listserv containing a description of the BPC and asking for a volunteer to serve.

The following items were tabled until the November 9 meeting:

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

New Business:

The following item was tabled until the November 9 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 at 1:58 P.M.

Submitted by Michele Doney