

**HEO Council Executive Board Minutes  
September 20, 2013  
1:30 P.M.**

**Present:** Inez Brown, Janice Carrington, Michele Doney, Katherine Killoran, Nilsa Lam, , Nancy Marshall, Kevin Nesbitt, Carina Quintian, Rosann Santos-Elliott, Johanna Whitton, Janet Winter

**Absent:** Marisol Marrero, Linda Mitchell

**Call to Order:** The meeting was called to order at 1:36 PM

**Adoption of Agenda & Approval of Minutes:** A motion to adopt the day's agenda was made and seconded. Motion carried. A motion to approve the minutes of August 20 was made and seconded. Motion carried.

**Announcements:** There were no announcements.

**Reports:** All reports were tabled to leave time for other matters.

**Old Business:**

Agenda for October 17 general meeting: There was some discussion regarding agenda items for October 17, for the November meeting, for the year, and in general. Various members of the board contributed their ideas for how they'd like HEO Council meetings to be used. Examples include reports from HEO representatives on campus-wide committees, reports from HEO Council subcommittees, professional development, speakers such as vice presidents and directors of key campus departments (either one at a time or in an expo-style format where HEOs could choose which departments are most relevant to them), focus groups, and open-forum time for HEOs to express their concerns. It is clear the wide range of things we'd like to do with the HEOs goes far beyond what can be accomplished in four one-hour business meetings per year. One possible solution is to add additional meetings that are "sponsored" by the HEO Council that are outside of the four business meetings. It was also noted that it is important for meetings to start on time, even if not all attendees are present right at the beginning. Important future agendas include the focus group for commencement, which should be in November, and charter review, which will happen in the spring and will require a quorum of all the HEOs. Past minutes imply that passing a revised charter actually requires two votes. We will check the college charter and reach out to Rulisa Galloway-Perry for clarification. Meanwhile, we settled on the following agenda for the October 17 meeting:

1. BPC report from Michael Scaduto

2. PSC presentation and discussion on the HEO timesheet issue
3. "HEO Council 101" which will be a brief overview of the structure of the Council itself and its representation on various campuswide committees. This will be in response to questions from several HEOs who are confused about this information.
4. Kickoff of the upcoming charter revision process
5. CUNYFirst update from Joe Laub. Ms. Quintian will contact him. If he feels October is too soon for an update, she will ask him to propose an alternative.
6. Open forum, if time permits.

Review of last year's goals: Tabled

HEO Council Calendar (HEO Happy Hour): Concern was expressed that since we had not yet finalized our plans about a possible HEO Happy hour to kickoff the new academic year, we've missed that opportunity, as it is now late in September and the event is not yet planned. There was no further discussion.

Charter Revision: Ms. Lam will no longer be the chair of the Charter Review Committee because she is leaving. The new chair is John Leebens. As we have a full agenda for the two fall meetings, the process of bringing the proposed revisions to the HEO Council will take place in the spring.

### **New Business:**

Replacement for Nilsa Lam: Ms. Lam will be leaving John Jay after October 11 and will need to be replaced. She was the only person on the ballot when she was elected, so there are no runners-up we can invite to take her place. A variety of options were discussed, and the following motion was made and seconded: A special election will be held so that anyone can run, including current board members, runners-up to current board members, and brand new nominees. The special election will be coordinated by Inez Brown and Janice Carrington, and the members who served on the Elections Committee in the spring will be asked to reconvene to count the ballots. Ms. Doney will serve as interim VP until the election process concludes. Motion carried.

Campus Security Advisory Committee: Herb Johnson is retiring and we need to find someone to replace him on this committee.

Membership Committee: There was some discussion about the importance of reaching out to both newly hired HEOs and existing HEOs in order to raise awareness about the HEO Council and its work, and to encourage active participation. A motion was made and seconded to create a new standing committee of the HEO Council called the Membership Committee. Motion carried. The Charter Review Committee will be notified to include this information among their proposed revisions.

Standing Committees: It was noted that with so many new board members, the membership lists of the standing committees need to be updated. Ms. Doney will coordinate the process of distributing committee descriptions to the new board members so they can choose committees on which to serve.

**Adjournment:** The meeting was adjourned at 2:35 PM

Respectfully submitted by Michele Doney

Approved

Ms. Carina Quintian  
John Jay College of Criminal Justice  
524 West 59<sup>th</sup> Street  
New York, NY 10019

September 3, 2013

Dear Ms. Quintian,

Please accept this letter of resignation from my position as Vice President of the Higher Education Officer Council at John Jay College of Criminal Justice. My last day will be October 11, 2013.

I received an offer to serve as director at a college in Illinois, and after careful consideration, I realize that this opportunity is too exciting for me to decline.

I appreciate the opportunities, professional guidance, and support I have been given and being part of the HEO Council has afforded me invaluable college governance experience. I would like to thank you for all your support and encouragement over the last 6 years as part of the HEO Board and 11 years as a growing professional at the College.

I wish you, the HEO Board, and the HEO Council the best in the future.

Please let me know if I can assist with the transition.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nilsa Lam".

Nilsa Lam