

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

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

**Friday, September 22, 2006**

**Opening:**

The first meeting of the Executive Board of the Council of HEOs for the 2006- 2007 academic year was convened by Irene O'Donnell, President, at 12:15 PM in room 531T.

**Members Present:**

Members in attendance were Irene O'Donnell, Rulisa Galloway-Perry, Kinya Chandler, Herbert Johnson, Debra Parker and Dana Trimboli.

**Approval of Minutes**

There were no minutes to approve.

**Announcements**

There were no announcements.

**New Business**

After reviewing the charter, we found that we were supposed to have regular meetings of the Executive Board "every month of the fall and spring semesters". Further review of our schedules indicated that Fridays were not convenient for some of our current members and we agreed to finalize a schedule for the rest of the year at our next meeting.

Most of the discussion centered on the position of HEO representative to the HEO Screening Committee. Arnold Osansky may not serve as the representative this year since he has been promoted into the Executive Compensation Plan (ECP) as Acting Dean of Students. The discussion also prompted us to review our existing criteria as well. Rather than simply having to be a full HEO at the top of the scale, the committee discussed including more full HEOS and possibly some Higher Education Associates to make the nomination pool larger. At the end of the discussion we decided that we might like to expand the criteria to include full HEOs at the contractual top of the scale who also had a minimum of five (5) years at John Jay in the HEO series. We reviewed our list of eligible candidates based on existing criteria and came up with nine (9) possible candidates. The Board decided that the recording Secretary, Kim Chandler, would send an email to the nine candidates to see who would be interested in serving and we reviewed the language in the email.

We also noted that we were not happy with the absence of a notification process from the HEO Screening committee and decided that we must request official feedback so as to relieve pressure from the HEO representative to discuss actions with the HEO Council.

We then moved on to select nominees to serve as the ex-officio member to the College Council. We compiled a list of seven (7) names of people. Irene O'Donnell volunteered to prepare the email to see who would be interested in filling that vacancy on the College Council.

**Agenda for the Next Meeting**

PSC representatives will be on campus to discuss the new contract and HEO-related issues on our campus.

**Adjournment**

Meeting was adjourned at 1:15 PM by Irene O'Donnell. The next general meeting will be at 12:00 PM on Tuesday, October 10, 2006 in room 630T.

Minutes submitted by: Kinya Chandler

Approved by: All