



**HEO Council Executive Committee Minutes
August 29, 2014
1:30 P.M.**

Present: Janice Carrington, Sandrine Dikambi, Michele Doney, Nikki Hancock-Nicholson, Nilsa Lam, Rosann Santos-Elliott, Michael Scaduto, Johanna Whitton, Janet Winter

Absent: Inez Brown, Nancy Marshall, Linda Mitchell, Kevin Nesbitt, Tiffany Onorato

Call to Order: The meeting was called to order at 1:41 PM

Adoption of Agenda & Approval of Minutes:

Motion: To adopt the day's agenda. Moved by Ms. Carrington, seconded by Ms. Santos-Elliott. Motion carried.

Motion: To approve the minutes of May 16. Moved by Ms. Whitton, seconded by Ms. Carrington. Motion carried with three abstentions.

Announcements & Reports:

Welcome: Ms. Dikambi welcomed everyone serving on the 2014-2015 Executive Committee.

Convocation: Ms. Santos-Elliott announced that there will be several components to the Convocation scheduled to take place on September 17, which will feature Associate Justice Sonia Sotomayor of the United States Supreme Court. These events are ticketed and are strictly limited as to who can attend. Due to the high level of student participation expected, there will be no seats available for staff, but all events will be livestreamed on a restricted feed, and staff are welcome and encouraged to view the ceremony via livestream in a location to be announced and possibly via the intranet. Ms. Santos-Elliott asked everyone to encourage the students they work with to read their John Jay emails so they don't miss out on the chance to get tickets.

Treasurer's Report: Ms. Carrington presented her proposed 2014-2015 budget. The total expected expenditure is \$3120. Ms. Carrington noted that if we move to electronic ballots for the 2015 elections, that will bring down our printing costs. Ms. Lam suggested we frame our budget request in terms of investment per HEO per year. There was general consensus that it is reasonable to ask for \$15 per HEO per year. Ms. Carrington will put together a detailed proposal to justify our request.

Old Business

Auxiliary Budget: The issue of HEO representation on the Auxiliary Corporation board is still an open one. No HEOs are currently serving.

HEO Vacancies: We are still waiting for a response from VP Pignatello regarding HEO vacancies. In May, then-President Carina Quintian wrote to him to ask for details about current HEO vacancies in relation to the pause/freeze announced at the most recent BPC meeting. Specifically, we want to know how many vacancies are new positions that have not yet been filled, how many vacancies are due to someone leaving a position that has been subsequently left unfilled, etc. Mr. Scaduto noted that HEOs would have valuable input on how the filling of those positions should be prioritized. It was noted that there is no reliable system in place for the HEO Council to be notified when a new HEO is hired. Even getting monthly lists of all active HEOs has been a challenge in the past year or so. Ms. Dikambi will follow up with VP Pignatello's office regarding the vacancies. Ms. Doney will follow up with Kevin Hauss in Human Resources about getting timely, accurate lists of current HEOs, including new hires.

New Business

College Council: Rulisa Galloway-Perry was unable to join us to talk about College Council procedural issues due to a schedule conflict. This item will be tabled until the next meeting.

Meeting Schedule: Ms. Whitton distributed a draft of the 2014-2015 meeting schedule. Several of those present commented favorably on the schedule, including the variety of different days on which meetings have been scheduled. The meeting schedule was finalized, and Ms. Whitton will post it to the listserv for the HEOs.

Committee Chair Assignments: Under the new charter, Members at Large are each responsible for chairing one of the standing committees, except for the Budget Committee, which is to be chaired by BPC Representative Michael Scaduto. Nancy Marshall has already indicated she would like to continue as chair of the Quality of Life Committee. Ms. Brown served on the vibrant new Membership Committee last year and may wish to take over as chairperson. Ms. Dikambi will reach out to the other Members at Large to determine which chair positions they would like.

This Year's Goals: The executive officers met for a working lunch on July 29 to talk about possible goals for the year. Ms. Doney will type up the notes from the lunch and distribute to the rest of the EC.

Adjournment: The meeting was adjourned at 2:35 PM

Respectfully submitted by Michele Doney, HEO Council Recording Secretary.

HEO Council Budget Request FY 2014-2015

HEO Council

The HEO Council is in its 9th year of operation at the College with over 250 professional staff on campus that handle a range of administrative tasks within Academic Affairs, Student Affairs, Enrollment Management, Finance and Administration, Marketing, and Development. Our work is multi-dimensional and the HEOs continue to hold critical roles across campus. The HEO Council's serves as the bridge between the 250 HEOs and the administration.

The HEO Council's Role on Campus

The HEOs on campus are also intrinsically involved in many on-campus activities, issues, and governance. The HEOs are either directly implementing or overseeing the implementation of the college's policies. Consequently, the flow of information to the HEOs concerning the operations of the college as well as the ability to voice their suggestions, opinions, and recommendations on the multitude of College initiatives is essential.

HEO Council Growth and Budget

We are asking that the HEO budget for the upcoming fiscal year be increased to \$3,750.00 from \$2,982.50. The HEO Council continues to experience an increase in the cost of its operations with the steady increase in the number of HEO employees on campus. Coupled with the rise in cost for goods and services, including MBJ, Staples, stockroom, and print shop, we are essentially spending more money but allotting less money per HEO employee. The proposed increase means approximately \$15.00 per current HEO employee for the upcoming fiscal year.

Therefore, the modest increase in funding will align with the current cost of items and allow us to have a reasonable budget that could logically support the number of HEOs at the College. The increase is not to support additional endeavors, but to maintain the same basic activities of the HEO Council.

Event	Cost/person (where applicable)	Total Cost
HEO Meeting 1	\$8.75/person	\$262.50
HEO Meeting 2	\$8.75/person	\$262.50
HEO Meeting 3	\$8.75/person	\$262.50
HEO Meeting 4	\$8.75/person	\$262.50
Holiday Party	\$10.25/person	\$410.00
Meet and Greet	\$12.50/person	\$1750.00
Stockroom/Printing/ Distribution of new Charter	\$540	\$540.00
Total		\$3,750.00