



**The Higher Education Officers Council  
Friday, April 19, 2013  
Room 630T  
12:00 PM**

**Minutes**

Call to Order: The fourth meeting of the HEO Council for the 2012-2013 academic year was called to order by President Carina Quintian at 12:10 PM in room 630T.

Members Present: A list of members present appears at the end of this document.

Adoption of Agenda: A motion to adopt the day's agenda, as amended, was made and seconded. Motion carried.

Approval of Minutes: A motion to approve the minutes from the general meeting on March 15 was made and seconded. Motion carried.

Announcements:

Ms. Quintian welcomed everyone to the meeting and noted the full agenda for the day.

ADI Time & Leave: On behalf of Cindy Robles of Human Resources, Ms. Quintian reminded everyone to make sure their ADI timesheets are up to date so HR can begin to calculate the annual Time & Leave memos.

HEO Council Elections Update: Ms. Doney let everyone know that ballots for HEO Elections would be going out this afternoon. Anyone who does not receive a ballot by the end of next week should contact her to let her know. There were some problems with people not receiving their Holiday Party invitations, and it's possible some people's departments are listed incorrectly on the mailing list. There are two positions up for election: College Council Representative (five seats) and Member at Large (2 seats, to complete a term already in progress, ending 2014)

Reclassification/HEO Screening Committee: William Pangburn, the HEO representative on the HEO Screening Committee, described the committee's work to the membership and provided an update. The HEO Screening Committee reviews requests for reclassification and merit pay increases for staff in HEO-series and Civil Service titles. Civil Services staff can be promoted to a higher level. HEOs don't have levels, so to move up they must be reclassified into a higher title in the HEO series. The process is as follows: In the event that a HEO is given so much additional responsibility that the activities of their job fit the description of a higher HEO-series title, they can request to be considered for reclassification to that title. This involves putting together documentation of the new responsibilities and submitting the application to the supervisor, who decides whether to support the application and submit to the division Vice President. In turn, the Vice President decides whether to support the application and submit it to the HEO Screening Committee. The committee meets once a year in the spring, although there have been some bad budget years when the

committee has not met at all. Each Vice President has a deadline before which applications in their division must be submitted to them, so HEOs who want to be reclassified should find out from their supervisor the deadline in their division. This year's meeting was originally scheduled for earlier this week, but due to the death of an instructor on campus that day, the meeting was canceled and rescheduled for May 2. All of the Vice Presidents must be present for the meeting to take place, so it can be difficult to schedule and reschedule. At the meeting, all of the applications are presented by the vice presidents, the committee discusses them, and then they vote.

The role of the HEO representative is to engage in the discussion of the applications and cast a vote. He cannot submit applications, change the date of the meeting, or anything else like that. He is also unable to disclose anything that was discussed in the meeting—only the outcome.

A member asked how to prepare an application for reclassification. Mr. Pangburn responded that it is important to document all of your responsibilities and highlight the ones that are at a level above what you were originally hired for, such as additional supervisory responsibility-- anything that supports your claim that you are working out of title. Take your annual evaluation seriously and use it as an opportunity to document expanded responsibilities and discuss them with your supervisor. You will need to make a case for yourself and sell yourself to your supervisor as having earned reclassification. If your supervisor or VP does not support your application for reclassification, you can self-nominate. Those applications are reviewed by the HEO Labor-Management Committee before being submitted to the HEO Screening Committee.

HEO Labor-Management Committee: Janet Winter, HEO delegate to the Professional Staff Congress, made a brief presentation on the HEO Labor-Management Committee. This committee is made up of two people designated by the administration (currently Pat Ketterer and Kevin Hauss), and two HEOs designated by the union (currently Janet Winter and Sylvia Lopez), with an alternate who serves when one of the HEO representatives cannot serve, such as in the case of a conflict of interest. The HEO Labor-Management Committee has two official roles:

1. To hear concerns from HEOs about workload issues
2. To consider reclassification requests from HEOs whose supervisors do not support the request.

The committee is supposed to meet twice per semester, but it has not in several years. There is currently a self-nomination for reclassification that does not have the support of the supervisor, so the committee has a case to consider and needs to be reconvened. The PSC is conducting a training for HEO designees on May 1. After that, the committee can be convened and do its work. Also after the training, Ms. Winter and Ms. Lopez may conduct an information session for HEOs on the process of self-nomination. Ms. Quintian commented that many years ago, the HEO Labor-Management Committee did meet regularly, and it has only been within the past several years that it has disappeared.

Budget & Planning Committee: Michael Scaduto, the new HEO representative on the BPC, updated the membership on the work of the BPC. At the most recent meeting, it was announced that the college is operating with a budget deficit of between \$2 million and \$2.5 million, mostly due to enrollment shortfalls. Although the college technically reached its enrollment targets, we do not have as many out-of-state students as we wanted, and those students pay the highest tuition. The college also needs to recruit more graduate students. There are more than 50 vacancies for Non-Teaching Instructional Staff (a.k.a. HEOs), and the college has delayed the process of posting and filling these positions due to lack of funds. They should start to be filled after July when we enter the new fiscal year.

Mr. Scaduto also reminded us that College Assistants need to take their annual leave as far in advance of June 30 as possible.

Mr. Scaduto also shared some good news: The state budget passed, and the CUNY Compact will continue as a source of revenue. In addition, the university has allocated \$1.5 million for graduate-level scholarships. John Jay will be submitting a proposal for about \$350K in graduate scholarships. Also, the recently published report on international studies and programs calls for the creation of whole new departments and at least 7-8 new HEO lines. There is a lot of good news in that report if the proposals in it become reality.

Finally, Mr. Scaduto updated us on space planning. The leases on the college's three leased locations come up for renewal in the next few years, as follows:

- Westport: Lease expires 2014
- BMW Building: Lease expires 2015
- 54<sup>th</sup> St. Annex: Lease expires 2018

All of these leases will need to be renegotiated, and the college will also be exploring additional space options in the neighborhood. We need to think about what will happen when we finally move out of North Hall for good. The official deadline for that is December 2014.

**New General Education Requirements:** Sumaya Villanueva and Katherine Killoran made a presentation to the members about the New Gen Ed Requirements and how they will be implemented at John Jay. The New Gen Eds consist of three cores: The Common Core, the Flexible Core, and the Justice Core (John Jay's version of the Senior College Option, based on John Jay's own work on gen ed reform, which preceded the Pathways initiative). Descriptions of these core areas and the courses that have been mapped to the learning outcomes in each area can be found online. The New Gen Ed requires many fewer credits, creating more flexibility for double majors, minors, certificates, and electives. Already, 158 new courses have been mapped to the New Gen Ed learning outcomes and approved.

The most important issue now is helping continuing students decide whether or not to "opt in." Once you opt in, you can't opt back out, so this will be an important decision for students. It makes sense for certain students, like underclassmen who haven't completed very many gen eds so far. Academic Advisement is doing workshops to help students decide, and students can also come in on a walk-in basis to meet with an adviser.

**Campus-Wide Assessment Committee:** Ms. Doney reminded the membership that two of the three HEO members of the CWAC will be rotating off at the end of the fiscal year, and replacements will have to be selected. Ms. Villanueva, who is one of the members rotating off the committee, described the work of the committee and what she found to be rewarding about committee service.

**Adjournment:** The meeting was adjourned at 1:15 PM

Respectfully submitted by Michele Doney

**MEMBERS PRESENT:**

Belasco	Lorraine
Brown	Inez
Brown	Jeffrey

Carrington	Janice
Chaparro	Manuel
Clemente	Simone
Coverdale	Judith
Coyle	Maureen
Crespo-Lopez	Sylvia
Czechowicz	Christina
Doney	Michelle
Fibleuil	Yvette
Germana	Rachelle
Jasmin	Stephanie
Jiggetts	Raymond
Johnson	Herbert
Killoran	Katherine
Lam	Nilsa
Lorenzo	Jennifer
Macaluso	Rosalie
Maniaci	Paul
Marrero	Marisol
Marshall	Nancy
Mendes	Susy
Mitchell	Linda
Mohylowski	Edward
Pangburn	William
Parker	Debra
Perez	Maribel

Petroff	Natalya
Philip	Alana
Quintian	Carina
Rutherford	Sandra
Scaduto	Michael
Singh	Suroojnarine
Sukhan	Premwati
Tilghman	Brandon
Triest	Mary Ann
Ukperaj	Ganimete
Valentin	Rosa
Ward	Cherryanne
Whitton	Johanna
Winter	Janet

Approved