

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

Minutes of the Council of HEOs

April 23, 2009

Opening:

The fourth general meeting of the Council of HEOs for the academic year 2008-2009 was convened by President Carina Quintian at 12:05PM in room 630T.

Members Present:

A list of members present is attached.

Approval of Minutes:

A motion to approve the minutes for the meeting on March 19, 2009 was made by Nancy Marshall and second by Irene O'Donnell.

Announcements:

The ballot for the College Council elections was mailed via interoffice mail Wednesday April 22, 2009. Members have until May 6, 2009 to vote. All ballots must be received by May 6, 2009. If any members have not received their ballots by Monday April 27, please contact Nilsa Lam at nlam@jjay.cuny.edu.

The next HEO Council meeting held in room 630T at 12PM on June 17, 2009 will be the HEO Meet and Greet. Food will be served.

Dean Gray announced that this year's Summer Institute will be held July 1 and 2. The theme will be Excellence in Customer Service. There will be information sessions and workshops including financial planning from Citi Bank representatives and Department of Citywide Administrative Services (DCAS) training.

New Business:

President Travis discussed the budget situation for the current and the next two years. The projection of the next year budget for CUNY seems to be good. Some of the items that were cut were restored by the negotiation efforts of the Chancellor's Office. Tuition increase is forecasted to increase by \$600/ year for undergraduate students. CUNY is expecting to receive additional funding for the compact. The President's Office and all the VPs are currently conducting a budget review to prepare for academic year 2009-2010.

The College is on track with the phasing out of Associates Degrees and community college partnerships. The numbers of AS Degree students' admittance has decreased with a slight rise of Bachelor's Degree students admitted. The venture of joint degree programs with community colleges is approved. The College Council also approved a joint Forensic Accounting program with BMCC.

It is predicted that we will out-grow the campus space even when phase II is completed. The College is actively seeking additional campus space whether it is rental or purchase.

Questions about merit increase and reclassifications were discussed by Dean Gray and supplemented, when necessary, by President Travis.

Question) While the decisions made by the HEO Screening Committee is subject to the committee member' and dependent on the argument made on behalf of the employee, how can the internal policies and procedures about HEO merit increases and reclassification be more transparent to the HEO members?

Answer) Deliberation is confidential; however, guidelines for the HEO reclassification and merit increase are in the HEO handbook available on the *Inside John Jay*. Unfortunately, the reasons of the decisions cannot be disclosed.

Question) In the 2007-2008 academic year, the HEO Screening Committee voted on two policies: HEOs who have worked at the College for less than a year cannot receive merit increases; HEOs cannot receive merit increases for two consecutive years. Should merit increases be based on the employee's job description and accomplishments?

Answer) These two decisions were made based on the function of the budget. It is not listed in the HEO guidelines but agreed by the Committee. Contrary to information disclosed to the Council earlier this year, merit increases will be considered and the committee will convene in June or September.

Question) With the standardizing of the HEO functional titles for CUNY First, how will it impact HEO employees especially for those who essentially have, for example, director title, but are in the HEO Assistant or HEO Associate title? Also would gittleson and college assistants performing HEO functions be able to be reclassified based on CUNY First?

Answer) In reviewing the titles, employee's title will not go down the scale. However, if those positions become vacant, the College will advertise with the position scaled down.

Question) If an employee is currently a director, but is not in a full HEO title, how can the employee move through the merit increase/reclassification process? Does an employee have to be a director in order to be reclassified to a full HEO Position?

Answer) The University deems full HEO title as a position that has full administrative responsibilities to a large important area. The Human Resources and CUNY will determine and negotiate what is deemed "large area".

Question) Because of campus space, there are employees that do not work in close proximity to their direct supervisor. How would that impact an employee's chances on being recommended for merit increases or reclassifications?

Answer) Dean Gray considers this more of a communication issue. There should be mechanism in place to ensure that employees are in communications with their supervisors regarding job performance – like performance evaluations. If there is a continuing communication problem, the employee should report it to Human Resources.

Question) What are the differences between the four HEO ranks?

Answer) Assistant to HEO lines are considered more clerical and administrative. A full HEO line is considered more decision-making.

Agenda for Next Meeting:

No notations.

Adjournment:

A motion to adjourn the meeting was made by Carina Quintian at 12:50PM. Next Council of HEOs meeting is June 17, 2009 at 12PM in room 630T. This HEO meeting will be the annual Meet and Greet.

Minutes submitted by: Nilsa Lam

HEO Meeting Attendees

April 23, 2009

	Last Name	First Name
1	Brown	Inez
2	Chandler	Kinya
3	Coverdale	Judith
4	Dikambi	Sandrine
5	Doney	Michele
6	Garcia	Maria
7	Giovine	Paul
8	Greenfield	Jessica
9	Griffith-Allen	Nadia
10	Hairston-Parker	Debra
11	Helen	Cedeno
12	Johnson	Herbert
13	Karp	Emily
14	Lam	Nilsa
15	Lee	Eileen
16	Leon	Ynes
17	Lilly	Marva
18	Lorenzo	Jennifer
19	Marrero	Marisol
20	Marshall	Nancy
21	Moreno	Virginia
22	Nesbitt	Kevin
23	O'Donnell	Irene
24	Palleja	Sandra
25	Pitcavage	Victoria
26	Pszeniczna	Katie
27	Quintian	Carina
28	Rubel	Janet
29	Rutherford	Sandra
30	Scaduto	Michael
31	Tatro	Kimberly
32	Taveras	Rita
33	Trimboli	Dana
34	Velez	Ana
35	Williams	Nikisha
36	Winter	Janet
37	Zubizarreta	Gulen