



**Minutes of the Higher Education Officers Council  
Friday, March 15, 2013**

**Call to Order:** The third general meeting of the Council of HEOs for the academic year 2012-2013 was called to order by President Carina Quintian at 12:10 p.m. in room 630-HH.

**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 was made by Nancy Marshall and seconded by Michael Scaduto. Motion carried.

**Approval of Minutes:** A motion to approve the minutes from the second general meeting, on November 29, 2012, of the Council of HEOs was made by Nancy Marshall and seconded by Debra Hairston. Motion carried.

**Announcements:**

Ms. Quintian welcomed everyone to the third meeting.

Budget & Planning Committee: Ms. Quintian announced that Michael Scaduto has been selected to hold the HEO Council seat on the Budget & Planning Committee. This post was held by Kinya Chandler in the past; however, because of her current position at the college she is required to sit on the BPC, so the HEO Council needed to find a replacement.

Standing Committees: Ms. Quintian announced that the Quality of Life Committee has set-up a meeting for next week. She added that the Charter Review Committee is organizing and will also be meeting soon. The four committees are the Elections Committee, the Quality of Life Committee, the Charter Review Committee, and the Budget Committee. Ms. Quintian welcomes volunteers to serve on these committees.

Special Report:

Mr. Herbert Johnson was introduced and called to the floor by Ms. Quintian.

Mr. Johnson introduced himself and the role of the Campus Safety Advisory Committee that he sits on as the HEO Council representative along with Ms. Irene O'Donnell. Unfortunately Ms. O'Donnell was out sick, so Mr. Johnson was reporting for them both. Mr. Johnson explained that CSAC meets 4-5 per year. Mr. Johnson announced a call to survey HEOs about their safety concerns on campus and feedback is welcome.

Mr. Johnson reported on the following safety issues:

1. Concerns have been raised regarding guests on campus, specifically guests participating in

research studies. There are concerns about the access policy and how to deal with the individuals participating in research studies and the monitoring of the participants when they are on campus. Public Safety is notified when these individuals are on campus.

2. Active Shooter Policy is a hot topic since the tragic events at Sandy Hook Elementary School. A flyer will be sent out with a link to a 3 minute video on what to do in the event of an active shooter on campus. "Hide, Run, Fight" is the current protocol and will be detailed further in the information that will be distributed.

Mr. Johnson announced that April 11 will be Public Safety Day. There will be lots of activities, invited speakers and the NYPD on campus. An increase in participation is desired, so HEOs are encouraged to attend and learn more about campus safety activities.

Nancy Marshall raised the issue of no panic buttons in the woman's bathroom opposite of the theater side exit doors in Memorial Hall.

Nilsa Lam raised the issue regarding a lack of cameras in certain stairways.

Mr. Johnson requested that Ms. Marshall and Ms. Lam email him the specifics of their concerns so that he can bring this to the attention of the CSAC.

Any issues regarding safety on campus can be brought to the attention of Mr. Johnson, Ms. O'Donnell, or through the HEOs Council Secretary, Michele Doney.

Herbert Johnson added that there is a new title of public safety officer on campus. In addition to the CUNY Peace Officers, and the College Assistant Public Safety Officers, the new title of Campus Security Assistant (CSA) is now being used at John Jay. The CSA title is used at nearly all of CUNY Schools and John Jay found that we were hiring and training Public Safety Officers on the CA line, only to have them leave and take a CSA job on another campus that offers better pay and benefits. Mr. Johnson stated that John Jay College will still maintain a College Assistant Public Safety Officer pool of employees.

#### Budget Report:

Kinya Chandler reported on the state of the Budget. Although a \$1.25 million surplus was predicted at the beginning of the fiscal year, we now find the budget at a \$2.5 million loss. Ms. Chandler warns that mid-year reductions are on the horizon. Several issues contributed to the budget shortfall include but are not limited to:

- Penalties paid out by the college
- Students leveraging their full-time tuition and taking the maximum number of credit hours (18 hrs vs 12 hrs). This means students graduate quicker and although this is excellent to students, it has real budget implications because the college ends up collecting less revenue over the course of their study.
- Graduate population is in the decline due to a lack of investment in those programs.

Ms. Chandler predicted that the reductions will certainly be carried over to the next fiscal year. Also, the College will lean heavily again on reducing all CAs to only the max of 20 hours per week.

Ms. Chandler pointed out the fact that many of us use CAs as full-time administrative help, and with the reductions we may end up without the support we need. Ms. Chandler suggested we all think about staffing in our areas think about how we are going to function with less help and more work. Ms. Chandler added that out of the 120 full-time new hires at the college last year, only 13 were HEOs. Ms. Chandler acknowledged that the HEO workload has increased, but there has been no major investment in HEOs.

Ms. Chandler also announced that since she serves on the Budget and Planning Committee in her role as Director of Operations for Academic Affairs, she has resigned her seat and Michael Scaduto will now be the HEO representative on the BPC.

**Old Business:** None.

**New Business:**

50th Anniversary Activities: Mr. Johnson, on behalf of Irene O'Donnell, announced that the College is celebrating its 50<sup>th</sup> Anniversary. Any HEOs with suggestions on 50th Anniversary activities, please contact Ms. O'Donnell.

Campus Wide Assessment Committee: Ms. Quintian announced that the HEO representatives on the Campus Wide Assessment Committee (CWAC) terms are ending. The HEO Council is soliciting new representatives to the CWAC.

Special Meeting with President Travis: Ms. Quintian announced that she had invited President Travis to come to a special meeting to talk to the HEOs about the budget. We are planning a meeting for May or June in order to capture the most accurate and applicable information on the budget we will be working with in the new FY. Details to follow when a date is decided.

Commercial & Film Shoots on Campus: Ms. Chandler raised the issue that with all of the filming on campus students and faculty are asking where that money goes. Nancy Marshall responded that the money is deposited in the Auxiliary Services Corporation and she is not the person that decides how the money is distributed. But we have been advised that the money helps to pay for graduation, study abroad programs, and scholarships for the students. Ms. Marshall said she is having a banner year and that rental revenue is the highest it's ever been. Ms. Chandler noted that Film & TV rental revenue is up, however, other Aux Services accounts are languishing, like the bookstore. The bookstore currently does not generate revenue and the revenue collected from MBJ is smaller than anticipated.

Elections: Nilsa Lam explained that we have elections coming up and that we are voting for the following positions:

5 HEOs representative to the College Council (4 voting and 1 alternate)

2 Members-at-Large to the HEO Council Executive Board

Ms. Lam briefly described the positions and announced that Ms. Doney would be sending an email explaining the roles of all the positions HEOs will be voting on. Ms. Lam instructed HEOs to send nominations to Michele Doney via email.

Reclassifications: Ms. Chandler raised the issue of reclassifications. Ms. Quintian stated that she has reached out to Rosemarie Maldonado regarding a meeting date for the HEO Screening Committee. Ms. Quintian explained that the role of the HEO Screening Committee is to evaluate recommendations for reclassification of job title and step increases. Members of the HEO Screening Committee include all of the VPs, Don Gray, Rosemarie Maldonado and Kevin Hauss.

Michael Scaduto questioned how are the full-time hours a College Assistant worked counted when hiring and these CAs apply for HEO positions.

Ms. Marshall asked if a College Assistant that is working full-time now, are they at risk of getting their hours cut?

Ms. Chandler said that contractually CAs should only be working 20 hours a week, but that we will still have a few folks that are longtime CAs working full-time, but the college is looking to reclassify and clean this up.

PSC: Janet Winter announced that there is a labor management meeting next week and as our HEO Rep to the PSC she encourages us to authorize her to speak on our behalf and bring issues to her attention so that she can address them in the labor management meeting.

New Member: Ms. Lam introduced a new HEO on campus: Ms. Elizabeth Broccoli joined John Jay College a month ago and works for the Pre-Law Institute.

**Adjournment:** A motion to adjourn was made by Nancy Marshall and seconded by Nilsa Lam. Motion carried. Meeting was adjourned at 1:03 p.m.

Members Present:

Broccoli, Elizabeth  
Carrington, Janice  
Chandler, Kinya  
Coverdale, Judith  
Duro, Anila  
Hairston, Debra  
Holness, Vielka  
Johnson, Herbert  
Kyriacou, Angelos  
Lam, Nilsa  
Laudando, Christopher  
Marshall, Nancy  
Mendes, Susy  
Mitchell, Linda

Palleja, Sandra  
Sukhan, Prem  
Quintian, Carina  
Scaduto, Michael  
Taylor-Leacock, Betty  
Wala, Barbara  
Ward, Cherryanne  
Whitton, Johanna  
Williams, Fay  
Winter, Janet  
Young, Barbara

Minutes respectfully submitted by Johanna Whitton, HEO Council Member-at-Large on Tuesday, March 19, 2013.