



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

**Minutes of the Council of HEOs
March 16, 2012**

Opening:

The third general meeting of the Council of HEOs for the academic year 2011-2012 was convened by President Carina Quintian at 12:12PM 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 November 17, 2011 was made by Irene O'Donnell and second by Nancy Marshall.

Announcements:

HEO Council elections timeline was discussed. Recruitment of Elections Committee members begins March 19. Email nominations are accepted April 9 to April 20 at 5:00PM. Ballots will be mailed May 7. Voting period will be May 7-May 18 (ballots must be received by 5:00PM). Elections Committee will convene the week of May 21 or May 28.

4 committees will be revitalized in the upcoming academic year and specific mission of these committees will be added to the HEO Charter. These committees include Elections Committee, Budget Committee, Quality of Life Committee and Charter Review Committee.

An email will be sent to elicit responses from HEO members on the various committees they serve on-campus. This will provide the Council and the Board a clear picture of where HEOs are represented on-campus.

Bill Pangburn was nominated by the HEO Executive Board and subsequently selected by President Travis to serve as the HEO representative on the HEO Screening Committee.

New Business:

Silvia Montalban was invited to present on raising awareness on sexual harassment. CUNY has issued a policy against sexual harassment. Supervisors have the obligation to report any issues shared by colleagues, subordinates, staff, etc in regards to sexual harassment. If it involves violence and immediate danger, then the supervisor should notify Public Safety immediately. Individuals and supervisors should not take it upon themselves to investigate. It is noted that the perception is key in sexual harassment investigation. During the process of investigation, all parties are advised that

retaliation is strictly prohibited. If retaliation is founded, there is a possibility that the individual(s) be dismissed or disciplinary actions are taken if the sexual harassment investigation is ruled unfounded.

Sexual harassment investigations conducted in calendar year 2009 was 25 cases; 2010 was 31 cases, 2011 was 15 cases; and 2012 is one case thus far. These numbers are cases investigated, not charged.

The voluntary online sexual harassment training also increased from academic year 2009-2010 or 166 completed training to academic year 2010-2011 of 683 completed training.

Agenda for Next Meeting:

None

Adjournment:

A motion to adjourn the meeting was made by Shavonne McKiever at 1:10PM and second by Prem Sukhan. The next Council of HEOs meeting is April 20, 2012.

Minutes submitted by: Nilsa Lam

HEO Meeting Attendees
March 16, 2012

Last Name **First Name**

1	Carrington	Janice
2	Cedeno	Helen
3	Chandler	Kinya
4	Colon	Mary
5	Dikambi-Caldwell	Sandrine
6	Doney	Michele
7	Johnson	Herbert
8	Kemp	Jerylle
9	Killoran	Katherine
10	Lam	Nilsa
11	Louis	Jean
12	Marshall	Nancy
13	McKiever	Shavonne
14	Montalban	Silvia
15	O'Donnell	Irene
16	Parker	Debra
17	Perez	Maribel
18	Quintian	Carina
19	Scaduto	Michael
20	Premwati	Sukhan
21	Triest	Mary
22	Williams	Fay

23	Young	Barbara
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