

Minutes of the Council of HEOs November 17, 2011

Opening:

The second general meeting of the Council of HEOs for the academic year 2011-2012 was convened by President Carina Quintian at 12:16PM 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 October 14, 2011 was made by Irene O'Donnell and second by Shavonne McKiever.

Announcements:

Due to scheduling conflict, the HEO Holiday Reception will be changed to Thursday, December 15, 2011 at 3PM.

In order to better inform the HEO Council, more email information will be disseminated via listserv email prior to the scheduled meetings. Members can then review the material ahead of the meeting and voice any concerns with your HEO representatives who sit in those meetings/groups.

The HEO Board election will be coming up at the end of this academic year. Members who are interested in running for positions on the Board and would like to get more information can contact any of the board members.

New Business:

Don Gray, Labor Management Designee, was invited to speak on the new HEO evaluation timeline and answer questions on the HEO evaluation process.

The evaluation period for the academic year 2011-2012 have been earlier and will start end of November. The new calendar is available on Inside John Jay. The evaluation period may start even earlier next year. The general rule is that employees in the HEO series are evaluated at least once a year, preferably once a semester. A new feature is 1st and 2nd year employees are evaluated twice a year. The schedule reflects that 1st and 2nd year HEO series employees are evaluated again in June 2012.

The process for evaluation will remain unchanged. The outline is available on Inside John Jay. Employees must receive a copy of the completed evaluation within 10 days of the conference. Employees are not required to submit a self-evaluation to the supervisor. However, employees should be prepared and review the HEO evaluation in order to be familiar with items being evaluated on.

Business notes can be kept without giving it to an employee. To cue in your supervisors on what you are doing, send a weekly email to update them on projects or processes. Employees can sign the evaluation even if they do not agree with the assessment. Signing the evaluation acknowledges a meeting to

discuss performance was taken place; not that the employee waives the right to a rebuttal. Employees can then write a rebuttal and attach it to the evaluation.

Agenda for Next Meeting:

None

Adjournment:

A motion to adjourn the meeting was made by Carina Quintian at 1:10PM and second by Nilsa Lam. The next Council of HEOs meeting is March 16, 2012.

Minutes submitted by: Nilsa Lam

HEO Meeting Attendees
November 17, 2011

	Last Name	First Name
1	Brown	Inez
2	Crespo Lopez	Sylvia
3	Czechowicz	Christina
4	Devine	William
5	Johnson	Herbert
6	Lam	Nilsa
7	Leebens	John
8	Lilly	Marva
9	Lopez	Diana
10	Louis	Jean
11	Marini	Jacob
12	Mckiever	Shavonne
13	Mendez	Susy
14	O'Donnell	Irene
15	Onorato	Tiffany
16	Parker	Debra
17	Perez	Maribel
18	Quintian	Carina
19	Rutherford	Sandra
20	Scaduto	Michael
21	Taveras	Rita
22	Trimboli	Dana
23	Zubizarreta	Gulen