

Minutes of the Council of HEOs November 18, 2008

Opening:

The second general meeting of the Council of HEOs for the academic year 2008-2009 was convened by President Carina Quintian at 12:10PM in room 630T.

Members Present:

A list of members present is attached.

Approval of Minutes:

Minutes for the meeting on October 20, 2008 were unanimously approved.

Announcements:

President Carina Quintian asked the floor for a motion to amend the HEO Charter to include the Elections Committee. Sylvia Lopez made a motion to amend the HEO Charter. Irene O'Donnell seconds the motion.

Secretary Nilsa Lam announced that there will be a special HEO Council meeting with President Jeremy Travis on the restructuring of academic departments at the College. This meeting is scheduled for December 3, 2008 at 2PM in room 630T. In addition, for the first time, we will also hold our first HEO Holiday Party on December 17, 2008. This will be held in room 630T from 3 to 4:30PM. Pies, coffee, tea, and cider will be served. We encourage all HEO members to attend both of the above meetings.

Christel Colon, who is the Director of Human Resources and the chair of the CUNY campaign at John Jay, invites all HEO members to participate in the CUNY campaign. Members can select the charity of their choice and donate through payroll deduction. Applications to sign up were distributed during the meeting.

Janet Winter provided updates on recent union concerns and workshops. Janet will be sending an email to survey participants for the ergonomic workshop sponsored by PSC. Newly hired staff must also send in the application postcard in order to join the PSC. Agency fees are deducted in the paycheck but does not equate to joining the PSC. The recent news on Governor Paterson negotiating with unions about proposed contracts does not include the PSC. Possible tuition increase and adjunct faculty will be addressed by PSC via email. There is a possible tuition increase for about \$300 in the spring 2009 semester.

New Business:

Dean Gray provided a presentation on HEO evaluation. The *Inside John Jay* has the timeline of the HEO evaluation schedule, the memorandum to all the Vice Presidents' of the college on HEO evaluation, and the evaluation template. Members are encouraged to complete a self evaluation before meeting with the supervisor. The evaluation should be an opportunity for a dialogue to discuss job performance for the entire year. Upon meeting, the supervisor has 10 days to give the evaluation to the employee to sign. Employees have the option of submitting a rebuttal upon signing the evaluation. Signing the

evaluation does not revoke the right for the employee to rebut the information included in the evaluation. The self evaluation of the employee can also be submitted into the personnel file. Evaluations are kept with the Director of Human Resources.

For the first two years of appointment, employees must be notified by April 1. All subsequent notifications must be received by March 1. Substitute HEOs are appointed on a semester basis up to four semesters. Notification guidelines are not applicable to substitute HEOs.

The HEO Committee is a body comprised of the vice presidents, HEO representative, and two non-voting members. Their purpose is to review any submission of merit increases or reclassification requests. Merit increase and reclassification requests are generally nominated by your supervisor and collected by the vice president of your area. If the request is approved by the Committee, the request will then be forwarded to President Travis for approval. Upon approval from President Travis, the information is sent to CUNY Central. Reclassification requests can also be self-nominated. Self-nomination is reviewed by a group of four individuals in which two are appointed by the President and two by the HEO Council. If the request is approved, the request will go before the chairperson of the HEO Screening Committee. If this request is also approved by the chairperson of the HEO Screening Committee, the request will go to the President. Although there is no mandate that an employee cannot be recommended for consecutive merit increases, it is very unlikely that consecutive merit increases will be approved. There is currently no standardized application to complete in order to recommend an employee to the HEO Screening Committee.

For the evaluation form, it is important that employees complete the General Performance Factors section. This section gauges the employee's performance in basic components of daily working habits. Completing the projected goals section is especially important to those employees being considered a reclassification. Justification for the reclassification is looked heavily on whether the job description has changed and those it warrant a reclassification for the employee. Also Dean Gray added that a good practice would be for employees who are leaving one department for another should receive an exit evaluation so the new supervisor can document an overall job performance for the entire year.

Agenda for Next Meeting:

No notations.

Adjournment:

A motion to adjourn the meeting was made by Irene O'Donnell at 1:05PM and second by Sylvia Lopez. Next Council of HEOs meeting is March 19, 2009 at 12PM in room 630T. Special HEO Council meeting with President Jeremy Travis is December 3, 2008 at 2PM in room 630T. HEO Holiday Party is December 17, 2008 at 3PM in room 630T.

Minutes submitted by: Nilsa Lam

HEO Meeting Attendees
November 18, 2008

	Last Name	First Name
1	Altham	William
2	Antonicelli	Joan
3	Blotner	Roberta
4	Brazoban	Narollineg
5	Brown	Inez
6	Cedeno	Helen
7	Chan	Sau Ying
8	Colon	Christel
9	Conway	Sharice
10	Crespo-Lopez	Sylvia
11	Del Rosario	Ariel
12	Devine	William
13	Dikambi-Caldwell	Sandrine
14	Doney	Michele
15	Douglas	Rima
16	Duro	Anila
17	Galloway-Perry	Rulisa
18	Garcia	Maria
19	Hauss	Gail
20	Johnson	Herbert
21	Kaktysh	Alena
22	Kelly	Alicia
23	Kemp	Jerylle
24	Killoran	Katherine
25	Kyriacou	Angelos
26	Lam	Nilsa
27	Lee	Eileen
28	Lilly	Marva
29	Lugo	Jo Alejandra
30	Marrero	Marisol
31	Marshall	Nancy
32	McTursh	Rachel
33	Moreno	Virginia
34	Nampiarampil	Mary
35	Nieves	Karen
36	O'Donnell	Irene
37	Parker	Debra
38	Perez	Maribel
39	Phillips	Anthony
40	Pszeniczna	Katarzyna
41	Rambharose	Karen
42	Rutherford	Sandra
43	Santiago	Nilsa

44	Scaduto	Michael
45	Silva	Lucy
46	Tatro	Kimberly
47	Velez	Ana
48	Walsh	Declan
49	Valentino	Christopher
50	Lorenzo	Jennifer
51	Galehouse	Jane
52	Keier	Helen
53	Rahmeh	Michelle
54	Winter	Janet
55	Quintian	Carina