

**Minutes of the Council of HEOs  
November 5, 2010**

**Opening:**

The second general meeting of the Council of HEOs for the academic year 2010-2011 was convened by President Carina Quintian at 12:00PM 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 7, 2010 was made by Nancy Marshal and second by Rosalie Macaluso.

**Announcements:**

None.

**New Business:**

Christel Colon, Director of Human Resources, presented on the new CUNY First job description exercise slated to happen early December. This exercise includes preparing for a job description and discussion with supervisor and the Vice President in their respective areas to sign off. There is no reclassification in this process.

Ms. Colon then presented on the new employee evaluation form. All HEOs in attendance will receive an email copy of the presentation. Human Resources will reach out to all HEOs with more information on the new evaluation.

**Agenda for Next Meeting:**

None.

**Adjournment:**

A motion to adjourn the meeting was made by Carina Quintian at 1:00PM and second by Nilsa Lam. The next Council of HEOs meeting is April 18, 2011.

Minutes submitted by: Nilsa Lam

HEO Meeting Attendees  
November 5, 2011

	<b>Last Name</b>	<b>First Name</b>
1	Alexis	Gwen
2	Arismendi	Malleidulid
3	Auld	Daniel
4	Brown	Inez
5	Carlin	Johanna
6	Carrington	Janice
7	Cedeno	Helen
8	Chan	Fiona
9	Chandler	Kinya
10	Clarke	Malaine
11	Cole	Lorna
12	Coverdale	Judith
13	Czechowicz	Christina
14	Davis	Christopher
15	Devine	William
16	Dikambi	Sandra
17	Doney	Michele
18	Douglas	Rima
19	Drazdowski	Laura
20	Duro	Anila
21	Fradkin	Faina
22	Galloway-Perry	Rulisa
23	Giovine	Paolo
24	Greenfield	Jessica
25	Griffith	Nadia
26	John	Zay
27	Julie	Sean
28	Kaci	Agron
29	Karp	Emily
30	Kelly	Alicia
31	Keier	Helen
32	Kemp	Jerylle
33	Killoran	Kathy
34	Kyriacou	Angelos
35	Lam	Nilsa
36	Leon	Ynes
37	Liddie	Michael
38	Lilly	Marva
39	Lopez	Sylvia
40	Macaluso	Rosalie
41	Mahato	Suzette
42	Marrero	Marisol
43	Marshall	Nancy

44	Marte	Kathy
45	Mendez	Susy
46	McKiever	Shavonne
47	McTursh	Rachel
48	Mitchell	Linda
49	Moreno	Virginia
50	Murphy	Margaret
51	O'Donnell	Irene
52	O'Dowd	Michael
53	O'Neill	Rose
54	Officer	Danielle
55	Okaro	Ngozi
56	Palleja	Sandra
57	Parker	Debra
58	Perez	Maribel
59	Pizzuti	Vincent
60	Pszeniczna	Katie
61	Purdie	Yvonne
62	Quintian	Carina
63	Rubel	Janet
64	Rutherford	Sandra
65	Scaduto	Michael
66	Sheridan	James
67	Shanken	Rachel
68	Silva	Lucy
69	Simpkins	Will
70	Sinha	Rahul
71	Tatro	Kimberly
72	Taveras	Rita
73	Taylor-Leacock	Betty
74	Torres	Doris
75	Villanueva	Sumaya
76	Ward	Cherryanne
77	Williams	Fay
78	Winter	Janet
79	Young	Barbara
80	Zubizaretta	Gulen