

Minutes of the Council of HEOs October 7, 2010

Opening:

The first general meeting of the Council of HEOs for the academic year 2010-2011 was convened by President Carina Quintian at 12:10PM 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 April 19, 2010 was made by Kim Chandler and second by Nancy Marshal.

Announcements:

None.

New Business:

President Travis, along with Senior Vice President Pignatello and Christel Colon, attended the first HEO Council meeting to address the budget situation at the CUNY and College level.

President Travis addressed the HEOs with an overview of the budget situation at CUNY. In the last fiscal year, the College took action to help save by not reappointing 19 substitute faculty lines and replace them with adjuncts, instituted a hiring pause, and also cut back on College Assistant and Other Than Personnel Services (OTPS) budget. However, with the recently passed state budget, CUNY is to absorb a \$64 million cut. Legislature also did not pass a 2% tuition increase which will potentially amount to \$20 million in revenue. Enrollment this year also declined by a few hundred students. These are some incidences that are affecting our current budget.

In the memo to the College community, President Travis explained some strategies to face the fiscal year's budget constraint. This included expenditure freezes (canceled faculty and HEO searches, OTPS and College Assistant budget cuts), raise revenue by increasing enrollment for the winter, spring, and summer semesters), and to move soft money to tax levy accounts. All of these efforts point to the same goal to keep services in the College, keep the momentum of the College, be attentive to the dislocations and replacement/cuts at the College, and also to close the \$3.9 million gap.

In response to question 1 about open searches and conversions, President Travis indicated that some searches were canceled and some went through. All the Vice Presidents attend ESM which they bring up searches each VP feels should be exempted from the freeze. During ESM, the President will review them on a case by case basis. For conversions, there is a multi-year plan to covert College Assistants into Gittleson or HEO titles. There is about 450 College Assistants employed at the College in which 114 of them are full time. The strategy is to prioritize the conversions and reclassify positions incrementally. There are legal and compliance issues involved in the process; therefore, the administration will review each case. It is stressed also that the job requirements and duties are reviewed for conversion and not

by the person. Each Vice President has three slots to put up personnel from their area for each conversion process.

In response to question 2 regarding compensation for interim positions, President Travis distinguished that a person does not necessarily hold two positions as an interim. If the University policy and budget allows, he will recognize the employee by giving appropriate compensation.

In response to question 3 on filling vacancies of those who opt for the Early Retirement Incentive (ERI), President Travis points out that it will be reviewed on a case by case basis.

In response to question 5 about the HEO Screening Committee's meeting on reclassification, Senior Vice President Pignatello and President Travis indicate that the committee will convene sometime in November to review reclassifications. Senior Vice President Pignatello explains that submissions from last year will not roll over. All Vice Presidents are to submit a new list of candidates for the upcoming meeting.

In response to question 6 regarding merit increases and contractual raises, President Travis indicates that there are no considerations for merit increases per the University. Christel Colon indicates that the contractual raises will not be affected by the budget situation.

In response to question 7 on strategic budget cuts instead of across the board, Senior Vice President Pignatello explains that prior to the 15% across the board budget cut; the College had strategically applied savings by holding vacancies intentionally in some areas as opposed to others. If the College receives assistance from the University, then it can offset those cuts.

In response to question 8 regarding personnel operating the new building, Senior Vice President Pignatello points out that he has concerns with the operational cost of the new building while also continuing maintaining North Hall, T-Building, the leased areas of 54th Street, Westport, and BMW. He will negotiate with the University to find relief in the operational cost.

In response to question 10 about the guidelines that determine what Master's degree qualifies for the HEO differential, Christel Colon explains that it will continue because it is a contractual agreement. However, the degree received has to be directly applicable to the employee's job duties and skills.

Because of time constraint, question 4, 8 and 9 were not addressed.

Agenda for Next Meeting:

None.

Adjournment:

A motion to adjourn the meeting was made by Carina Quintian at 1:05PM and second by Nilsa Lam. The next Council of HEOs meeting is November 5, 2010.

Minutes submitted by: Nilsa Lam

HEO Meeting Attendees
October 7, 2010

	Last Name	First Name
1	Arismendi	Malleidulid
2	Carlin	Johanna
3	Carrington	Janice
4	Cedeno	Helen
5	Chandler	Kinya
6	Clarke	Malaine
7	Coverdale	Judith
8	Czechowicz	Christina
9	Devine	William
10	Dikambi	Sandra
11	Doney	Michele
12	Drazdowski	Laura
13	Duro	Anila
14	Galloway-Perry	Rulisa
15	Giovine	Paolo
16	Griffith	Nadia
17	John	Zay
18	Julie	Sean
19	Kaci	Agron
20	Kelly	Alicia
21	Kemp	Jerylle
22	Lam	Nilsa
23	Leon	Ynes
24	Liddie	Michael
25	Lilly	Marva
26	Mahato	Suzette
27	Marrero	Marisol
28	Marshall	Nancy
29	Marte	Kathy
30	McKiever	Shavonne
31	McTursh	Rachel
32	Mitchell	Linda
33	Murphy	Margaret
34	O'Donnell	Irene
35	Officer	Danielle
36	O'Neill	Rose
37	Palleja	Sandra
38	Parker	Debra
39	Perez	Maribel
40	Pszeniczna	Katie
41	Purdie	Yvonne
42	Quintian	Carina
43	Rubel	Janet

44	Rutherford	Sandra
45	Scaduto	Michael
46	Shanken	Rachel
47	Silva	Lucy
48	Torres	Doris
49	Williams	Fay
50	Winter	Janet
51	Young	Barbara
52	Zubizaretta	Gulen