

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

MINUTES OF THE COUNCIL OF HEOS

Wednesday, September 27, 2006

Opening:

The first meeting of the Council of HEOs for the 2006- 2007 academic year was convened by Irene O'Donnell, President, at 12:05 PM in room 630T.

Members Present:

A list of members present is attached.

Approval of Minutes

The April 13, 2006 minutes were approved and will be posted on Blackboard.

Announcements

Irene O'Donnell welcomed all new HEOs to the college and HEO Council.

The council was informed that PSC delegates would be on campus for our next scheduled meeting on October 19, 2006.

The council was informed that the executive council will be meeting with President Travis in November and members were asked to forward topics to either Irene O'Donnell or Kim Chandler for possible inclusion on the agenda for that meeting.

New Business

The calendar for the year was reviewed and there was a brief discussion as to how many times per year we should meet since review of the Council of HEOs charter did not specify the number of times we must hold general council meetings. Most in attendance thought twice a semester was often enough, but based on scheduled events for this calendar year, we decided to keep current schedule in place. The council will spend the year reviewing the charter for possible revision and will encourage the use of Blackboard for these discussions.

Irene reminded those in attendance of the first ever HEO Orientation on 10/12/06 in room 610T from 3:15 PM until 5PM. All HEOs hired during the 2006 calendar year were encouraged to attend. Members were asked to forward any ideas or questions for the orientation to either Irene O'Donnell or Kim Chandler. Bill Devine pointed out that there should be expanded coverage of medical benefits, flexible spending accounts and retirement plans. Other members noted that there should be coverage of union membership, direct deposit, the performance review process, PSC grants and other professional development opportunities.

Carina Quintian suggested that future union appearances on campus should be scheduled in consultation with the HEO council to maximize turn out. It was also suggested that we talk to the PSC faculty representatives about "sharing" PSC funding between faculty and HEOs. A HEO Council budget report on funds provided by President Travis for the 2005-2006 was requested.

Sylvia Crespo-Lopez will serve as the HEO representative to the Executive Board of the College Council. Bill Devine will be submitted as the ex-officio member the College Council.

Helen Cedeno and Carina Quintian will be submitted as the representatives to the Comprehensive Planning Committee (CPC). As sub-committee is being formed to evaluate submissions to the Comprehensive Action Plan (CAP) and volunteers are requested to contact either, Helen, Carina or Inez Brown of Strategic Planning.

Debra Parker will update the HEO directory to include all new HEOs and contact information.

It was suggested that we send out reminder emails before meetings to maximize participation in our council meetings.

Agenda for the Next Meeting

PSC representatives will be on campus to discuss the new contract and HEO-related issues on our campus.

Adjournment

Meeting was adjourned at 1:10 PM by Irene O'Donnell. The next general meeting will be at 12:00 PM on Thursday, October 19, 2006 in room 630T.

Minutes submitted by: Kinya Chandler

Approved by: General Council

HEO Council Meeting Attendees**September 27, 2006**

	Last Name	First Name
1	Altham	William
2	Aponte	Jocelyn
3	Brown	Inez
4	Cedeno	Helen
5	Chandler	Kinya
6	Crespo-Lopez	Sylvia
7	Devine	William
8	Fibleuil	Yvette
9	Galloway- Perry	Rulisa
10	Hall	Narda
11	Hong	Robert
12	Johnson	Herbert
13	Jourdain	Mirtza
14	Kaktysh	Alena
15	Karp	Emily
16	Keegan	Sinead
17	Killoran	Kathy
18	Kyriacou	Angelos
19	Lam	Nilsa
20	Lee	Cheuck
21	Lee	Eileen
22	Leon	Ynes
23	Louis	Jean
24	Marrero	Marisol
25	Marshall	Nancy
26	McGee	Matthew
27	McKiever	Shavonne
28	McTursh	Rachel
29	Michna	George
30	Muenster	Bettina
31	O'Donnell	Irene
32	Olivo	Rosa
33	Palleja	Sandra
34	Parker	Debra
35	Quintian	Carina
36	Rosser	Jonathan
37	Rutherford	Sandra
38	Silva	Lucy
39	Sukhan	Premwati
40	Taveras	John
41	Westcott	Darryl
42	Willis	Kathleen
43	Winter	Janet
44	Wong	Wingson