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MEMORANDUM

TO: HEO Council Colleagues

From: Kevin Nesbitt

C: Sandrine Dikambi
President

Date: 10/8/14

Re: Membership Committee of the HEO Council

Recently I was asked to chair the membership committee of the HEO Council. This committee has not yet met, but in thinking through its work, I propose that President Dikambi seeks membership for the committee by sharing the suggested charge:

As a part of the governance structure of the college, the HEO Membership (Sub) Committee understands its responsibility as becoming knowledgeable of the differences between PSC and HEO contracts, their rights and governance areas; that the Membership Committee takes responsibility for educating and explaining these differences and benefits of the HEO provisions to new HEOs. This body also sees its work as one of outreach to new HEOS hired at the College, and being their first point of contact with their HEO Colleagues in a centralized way. This function is essential as HEOs require support in connecting to colleagues within their division and across divisions; our current employment infrastructure does not support or build these relationships and so the Council wishes to provide this structure. The committee is charged with connecting with new HEOS within their first month of employment, and subsequently sharing what perceptions new HEOs have of the college with the full HEO Council or Executive Committee at its regular meetings. This committee's work will ensure that new HEOS are quickly integrated as colleagues and leaders as they will have individual and collective voice regarding their roles, functions, and the overall employee from the moment they join the college.

If colleagues support this charge, the Membership Committee might focus on a variety of tasks and initiatives not limited to, but possibly inclusive of:

- Working with HR to develop a process wherein when new HEOS are hired, we are informed and given contact information.
- Setting up one-on-one or group meetings with new HEOS to educate them about the HEO governance structure and the benefits.
- Serving as a general point of reference and Orientation for new HEOs as they seek information about campus life and policies.
- Setting up at least one social event per term to recognize and welcome new HEOs to our community (or better partnership with President's Office of the New Faculty and Staff Meeting and post celebration).
- Ensuring that as leadership opportunities arise within the HEO structure, new HEOS are informed of them.
- Referrals to mentorship opportunities as they are known, and or become available.