



HEO Council Executive Board Minutes
August 20, 2013
3:30 P.M.

Present: Janice Carrington, Michele Doney, Nilsa Lam, Nancy Marshall, Linda Mitchell, Carina Quintian, Rosann Santos-Elliott, Johanna Whitton, Janet Winter

Absent: Inez Brown, Katherine Killoran, Marisol Marrero, Kevin Nesbitt

Call to Order: Ms. Quintian called the meeting to order at 3:35 PM

Adoption of Agenda & Approval of Minutes: A motion to approve the minutes of June 13 was made and seconded. Motion carried. There was no formal motion to adopt the agenda.

Announcements: Ms. Quintian welcomed the new members to the Executive Board. In addition, the 2013-2014 HEO delegation to the Campus-Wide Assessment Committee was announced: Danielle Officer (Student Affairs, Continuing), Maureen Brady Coyle (Academic Affairs, New), and Kelly Greene (Finance & Administration, New). Later in the year, Ms. Quintian would like one of the newer members of CWAC to come update the Board on the doing of CWAC.

Old Business:

Review of last year's goals: Tabled until the next meeting.

Moving the HEO Council archive from Blackboard to the web site: There was a recap of the previous discussion, and pros and cons of the three possible locations were noted. The page Ms. Whitton found for us last spring (<http://www.jjay.cuny.edu/906.php>) seemed to be the best option because it is something we can probably update ourselves with a RedDot account rather than having to rely on someone else to post things for us. Also, that page is not part of Inside John Jay, which means it is not password protected, which in turn means it is probably the option that is most compliant with the Open Meetings Law. If we wish, we can include links to this page from the other two locations. A motion was made and seconded to move the archive there. The motion carried. RedDot access will be requested from Johnny Taveras.

HEO/CLT Timesheets: An update was provided regarding the use of paper timesheets for HEOs and CLTs at CUNY. In June we became aware that, beginning July 1, CUNY would require HEOs to fill out paper timesheets noting when they arrived at work, when they left and returned from their lunch breaks, and when they left at the end of the work day. Kevin Hauss, Executive Director of Human Resources, has indicated that John Jay would not be using the paper timesheets because we already

have ADI. Last week's Clarion included an article about the timesheets which implied they would be CUNY-wide. However, there has been no indication that John Jay has changed its decision to opt out.

New Business:

2013-2014 Calendar: This year's calendar was presented. Currently missing from the calendar is the planned HEO Happy Hour, which we'd like to do because we did not have the June Meet & Greet last year. One possibility would be to use the October 17 date and have the Happy Hour instead of a normal general meeting. This option would be especially favorable if we have limited ideas for agenda items for the October 17 meeting. However, Ms. Quintian noted that we will probably want to do a budget update at that meeting, as she recently attended a budget meeting and there are several developments that HEOs will want to know about. Another idea would be to choose a completely different date in early fall. A third idea, which could be done in conjunction with either of the other two, would be to cancel the Holiday Party or use that slot for a general meeting. No decision was made at today's meeting. Discussion will continue on September 20, which would still leave us plenty of time to choose a Happy Hour date before it's too cold to use the Jay Walk.

October 17 general meeting agenda: Ms. Quintian indicated there should probably be a budget report at the October 17 meeting. A CUNYfirst expert could be invited to give a presentation and answer questions at a future meeting, but probably not October 17. Further discussion was tabled until September 20.

Charter Revision: A brief summary of the Charter Review Committee's work to date was presented to the board by Ms. Lam. Ms. Quintian thanked the committee for their efforts so far and recognized committee members present. It was noted that minutes from 2007 and 2008 indicate that approval of amendments to the charter requires two votes of the membership, not just one, so general meetings would have to be planned accordingly. Further discussion of charter revision was tabled.

Communication to New Hires: It was noted that this was a priority, but further discussion was tabled.

Communication to Existing HEOs/Subcommittees: Tabled

Communication to other professional staff governance bodies: It was noted that although rare, professional staff governance bodies similar to the HEO Council do exist on a few other campuses, such as Hunter College (the HEO Forum) and SUNY Empire State College (Professional Personnel Committee). It was suggested that reaching out to those groups to exchange ideas might be a fruitful endeavor. It was further suggested that we check with the PSC to see if they were aware of other HEO governance bodies within CUNY. Ms. Winter indicated the PSC does not track that information, but she will ask. Further discussion was tabled.

Commencement Focus Group: Ms. Santos-Elliott shared her plans to form focus groups of HEOs to assess John Jay's current commencement format and gather ideas to help guide the future of commencement. Specifically, the college would like to have something very special for the commencement that occurs in the year of our 50th anniversary. Currently, we have two large, back-to-back ceremonies for all degree types together, which requires a venue that seats at least 6000 people, limiting us to the Javits Center, Radio City Music Hall, Yankee Stadium, or Citi Field. Other options

would include separating commencement into more than one event by group, with graduate students being good candidates for their own separate commencement ceremony. If these smaller ceremonies took place at the Lynch Theater during working hours, it would generate no additional cost or overtime. In addition, it would mean fewer graduates walking across the stage at the big commencement ceremonies, which would shorten them and improve them. Ms. Santos-Elliott would like to use the HEO Council as an instrument for advertising the focus groups and garnering participation. She will identify a few dates at the September 20 EB meeting, which we will publicize through the HEOCOUNCIL listserv, with the first 20 HEOs to sign up for each group possibly receiving a pizza lunch.

College Council: Two of the HEO members of the College Council must serve on the College Council's Executive Committee. Ms. Quintian indicated she prefers that new people serve in that capacity. The new Executive Council members will be Ms. Santos-Elliott and Ms. Winter. At the first Executive Council meeting, Ms. Quintian and Ms. Lam will attend for the purpose of introducing the new CC-EC members from the HEO Council.

Adjournment: The meeting was adjourned at 4:25 PM

Respectfully submitted by Michele Doney