



**HEO Council Executive Board Minutes
December 6, 2013
1:30 P.M.**

Present: Janice Carrington, Sandrine Dikambi, Michele Doney, Nancy Marshall, Kevin Nesbitt, Carina Quintian, Rosann Santos-Elliott, Janet Winter

Absent: Inez Brown, Katherine Killoran, Marisol Marrero, Linda Mitchell, Johanna Whitton

Call to Order: The meeting was called to order at 1:40 **PM**

Adoption of Agenda & Approval of Minutes: Motions were made to adopt the day's agenda, approve the minutes of October 11, and approve the minutes of November 8. All motions carried.

Announcements & Reports:

Ms. Quintian welcomed our new Vice President, Sandrine Dikambi.

Treasurer's Report: The treasurer's report that was distributed previously via email is still current. A copy is attached to these minutes. Ms. Carrington will order food for the December 13 Holiday Meet & Greet. Ms. Dikambi has a good caterer to use for holiday parties and will call Ms. Carrington with that information. It was decided that in order to help us achieve quorum for the all-important charter review vote in April, we should offer a full lunch even if it means cutting back elsewhere. Ms. Carrington will plan the budget for the rest of the year and distribute it at the January board meeting.

Linda Mitchell is on extended sick leave following a serious accident. There was some discussion as to what to do with her Member at Large seat during her recovery. There was general agreement that we did not know enough about the status of her recovery to make a decision, and that a decision to replace her on an interim basis would be premature. Ms. Carrington will reach out to Linda to check on her status and we will revisit the issue at the January board meeting. In the meantime, we will circulate a get well card for everyone to sign and send it to Ms. Mitchell with some flowers and the best wishes of the board.

This led to a broader discussion about HEOs who are out on extended sick leave and our desire to reach out and be supportive of them. For example, Caroline McMahon is also ill and on extended leave, and the board agreed that it would be nice for the HEO Council to send her a card as well. There was general agreement that this type of gesture of friendship and support would be a nice thing for the board to do on an ongoing basis.

Membership Committee: The newly formed Membership Committee met recently and a lively and productive conversation took place that yielded several excellent ideas such as affinity groups, a bowling league, a mentorship program, career development guidance, and others. The committee decided there would be no chair, but rather the individual members would take turns leading the group. A copy of the committee's minutes is attached. Ms. Carrington asked about outreach to newly hired HEOs, which has been discussed in the past. The Membership Committee will handle this task going forward.

There was some discussion as to whether some sort of meeting or presentation from HR would be helpful for HEOs whose positions on campus do not call for use of CUNYfirst beyond their own HR profile. There was general agreement that individual HEOs should follow up with HR directly and a scheduled meeting for this purpose probably is not necessary.

Old Business:

Auxiliary Budget: Tabled until January to give the relevant board members time to complete their work.

New Business:

Agendas for spring HEO Council meetings: Charter review is the most important thing happening in spring. Ms. Quintian acknowledged the hard work of the Charter Review Committee chaired by John Leebens. A motion was made and seconded that we cancel the June Meet & Greet and use the rest of the April meeting for a post-vote social event for HEOs to help ensure quorum. Motion carried.

- March: Presentation of the proposed new charter and plea for April quorum
- April: Vote on the new charter, announcement of call for nominations for 2014 elections, and immediate adjournment followed by a full lunch and social time.
- June Meet & Greet: Canceled to preserve budget for April luncheon.

Spring Elections: All current positions are up for reelection in the spring. It was noted that if the revised charter passes, it will change the number and type of elected positions because of the proposed system of proportional representation. A motion was made and seconded as follows: We will delay HEO Council elections until after the charter review vote so that we know what set of positions are open—the positions enumerated in the current charter or the positions enumerated in the proposed new charter. Motion carried.

Adjournment: The meeting was adjourned at 2:20 PM

Respectfully submitted by Michele Doney

HEO Council Budget 2013-2014		Allocation
	Expenditure	\$3,000.00
MBJ Food Order	\$142.50	\$2,857.50

Staples

\$39.53 \$2,817.97

JJC AUXILIARY SERVICES CORPORATION

Statement of Revenues and Expenditures

HEO - HEO COUNCIL

From 7/1/2013 Through 10/31/2013

		<u>YTD Original Budget Variance</u>
EXPENSE ALLOCATION		
ENTITY BUDGET ALLOCATION	60010	<u>3,000.00</u>
Total EXPENSE ALLOCATION		<u>3,000.00</u>
SURPLUS (DEFICIT)		<u>3,000.00</u>

**HEO Membership Subcommittee
December 2, 2013
Summary Notes**

- I. In attendance: Marisol Marrero, Janice Carrington, Inez Brown, Kathy Killoran, Rosann Santos-Elliott
- II. Meeting convened by Marisol Marrero in her office. Marisol described the charge of the committee as convener.
 - a. Mission statement for the committee
 - b. Selection of a chair for the committee
- III. Mission: The HEO Membership Subcommittee works to engage the HEO community by encouraging collegiality, providing professional development opportunities, and creating an engaging and empowering avenue for the visibility of the HEO Council.
- IV. The committee has decided to share the responsibility of convening and hosting meetings rather than appointing a single chair. Everyone in attendance agreed to this format.
- V. Inez began by sharing what she believed were some of the limitations that could be easily changed
 - a. Meeting time: late afternoon is not good. We should meet during lunch or community hour.
 - b. We should create a master calendar of HEO meetings from subcommittees, to council to general meetings so that they are on everyone's radar
 - c. We should publicize meetings via flyer or more pleasing emails.
- VI. Rosann suggested a number of approaches
 - a. Affinity groups (Latino HEOs, women heos, HEO's in pursuit of PhD's etc)
 - b. Start a Toastmasters Chapter
 - c. Bowling League, Softball Team, etc.
 - d. Mentorship program
- VII. The conversation was extended to discuss professional development opportunities. The meetings need to be more beneficial
 - a. Career Development
 - b. Resume and Cover Letter Clinic/Panel
 - c. Professional Etiquette

- d. Grant Writing
- e. Union Benefits – What are they?
- f. Did you Know series
- g. Doctorate panel of HEOs
- h. Strengths Quest
- i. Assign an intellectually stimulating article that we can discuss – that’s fun but related to professional development
- j. How to Network, eg LinkedIn
- k. Book Club
- l. Conducting formal evaluations
- m. Having difficult conversations with your staff
- n. How to give and receive constructive criticism
- o. How to move up the ladder
- p. Charting Your Career Path
- q. How to submit a program proposal for a conference

VIII. Did you Know quarterly newsletter.

- a. Highlight HEOs
- b. Featured person
- c. Special columns
- d. Babies, weddings, retirements, in memoriam
- e. Sublets, vacation homes, etc.
- f. Directory of conferences; JJay IT conference

IX. How do we get the word out about these events? There is a HEOs-only listserve. Get the word out that it’s a new day.

X. Finances – To get more funds, a letter of proposal needs to be submitted by the HEO president to President Travis.

XI. Develop strategic membership plan with action items to present to membership and to accompany letter to the president.

XII. We will meet again in January before the start of the spring semester. The meeting will be in Graduate Studies in the BMW building.