

**HEO Council Executive Board
Minutes
February 15, 2013 (Rescheduled from February 8)
10:30 A.M.**

Present: Janice Carrington, Michele Doney, Katherine Killoran, Angelo Kyriacou, Nilsa Lam, Marisol Marrero, Nancy Marshall, Carina Quintian

Absent: Kinya Chandler, Linda Mitchell, Johanna Whitton

Guest: Sumaya Villanueva

Call to Order: The meeting was called to order at 10:40 A.M. by Ms. Quintian

Adoption of Agenda: A motion to approve today's agenda was made and seconded. Motion carried.

Approval of Minutes: A motion to approve the minutes from January 11, as amended, was made and seconded. Motion carried.

Announcements: Irene O'Donnell will be remaining on the CSAC (Public Safety) Committee, so it is no longer necessary to find a replacement for her. In addition, the new HEOCOUNCIL listserv is up and running, and Human Resources has been notified that the HEO Council will no longer be maintaining the HEO listserv.

Committee Reports:

Campuswide Assessment Committee: Marisol Marrero and Sumaya Villanueva reported to the Board about the work of the Campuswide Assessment Committee. The CAC meets monthly, but they have an ambitious agenda for spring, in part to prepare for the Middle States visit in April, so they will be meeting twice per month. The chair is Carla Barret from Sociology. Their two goals right now are to finalize the document titled Comprehensive Assessment at John Jay, and to create a web site that will provide a comprehensive resource for campus assessment needs. They are also moving on from reviewing undergraduate programs to reviewing graduate programs. Much of the committee's activity so far has involved reviewing assessment reports submitted by the academic departments. They have done about 16 so far. The CAC provides feedback structured by a standard rubric created for this purpose. The rubric addresses both the assessment process and the content of the assessment plan. The CAC shares its findings with Academic Affairs, and these findings inform the action plan for improving each program, so in that sense the departments are accountable for weaknesses identified

by the CAC. There is no one standard format for assessment documents for academic programs, and they come in a variety of forms, from lengthy prose to tables containing quantitative data. Assessment is done of individual academic programs, such as majors and minors, rather than by department. It was noted that it would be useful to link this process to the review process already in place, which requires review of each academic major once every five years.

The CAC is split up into teams of three people. HEOs on the CAC have expressed their concern that, since they are not faculty, it can be uncomfortable for them to sit in judgment of academic programs' assessment plans. However, since many HEOs work directly with students, they are able to bring the student point of view, and the various non-HEO members of the CAC agree that HEOs bring a valuable perspective. Moreover, after the CAC finishes reviewing academic assessment plans, they will turn their attention to non-academic departments, at which time the faculty will be placed in the opposite role.

The HEO Executive Board recently decided that HEO members of the CAC would serve two-year, staggered terms to ensure that there would always be at least one HEO on the CAC who is trained and experienced. However, the workload is heavy, and the time commitment is substantial. The faculty on the CAC have similar concerns, and Ms. Villanueva did not anticipate that the CAC would have any problem with the two-year, staggered term model. She noted that as the committee's initial groundwork is finished, the workload required by CAC service would lessen.

Ms. Marrero's and Ms. Villanueva's terms both expire this summer. Danielle Officer is the third HEO on the CAC, and she has agreed to serve another year to make the staggered term arrangement work. There was some discussion about how to find replacements. It was decided that because the three HEO representatives must be from different units of the college, holding open elections for CAC representatives might not work. However, it was emphasized that the choice of representatives must remain with the HEO Council. It was suggested that we talk about the benefits of CAC service at the next general meeting of the HEO Council.

BPC: Ms. Quintian and Ms. Lam updated us on the latest activities of the BPC. The college is currently in a budget deficit because this year's enrollment did not work out exactly as planned. However, this is not uncommon. Ms. Quintian will distribute BPC materials to the board via email. There was some discussion of the status of "full time" College Assistants still working on campus. Each Vice President has a list of the full-time CAs working in their divisions, and they have been asked to prioritize them for conversion to proper full-time lines.

Old Business

BPC Vacancy: Of the list of additional nominees identified at last month's meeting, Shavonne McKiever and Michael Scaduto indicated they are willing to serve, and the other three indicated they are not. After some discussion, it was decided that we should consider the entire original list of nominations and self-nominations, plus these two additional candidates. Since some of the people present today were absent from the January 11 meeting, the strengths and weaknesses of the candidates were briefly reviewed, and the board proceeded to vote by secret ballot. The results are as follows:

Michael Scaduto: 4 votes

Michael Rohdin: 3 votes
Will Simpkins: 1 vote

All other candidates received zero votes. Ms. Quintian indicated she would communicate this outcome to the College Council.

Agenda for March 15 HEO Council general meeting: The following agenda items were agreed upon: Herb Johnson and Irene O'Donnell will be invited to speak about the CSAC (Public Safety) Committee and their survey, and solicit HEO input on issues of campus safety. Kinya Chandler will be asked to speak about the current budget situation. A presentation will be made to inform HEOS about the CAC and the benefits of service. This will make it easier to find HEOs interested in serving when two of the current HEO CAC members rotate off at the end of their terms this summer.

Standing Committees: Now that we have lists of people willing to serve on each of the reconstituted HEO Council standing committees, there was some discussion as to how to get them going. It was decided that charging them during the upcoming HEO Council general meeting would take too much time. Instead, we will identify a convener for each committee and ask them to begin meeting and planning their work.

All other items were tabled until the next meeting.

Adjournment: The meeting was adjourned at 11:30 A.M.

Respectfully submitted by Michele Doney