



HEO Council Executive Board Minutes
May 16, 2014
1:30 P.M.

Present: Inez Brown, Janice Carrington, Michele Doney, Nancy Marshall, Linda Mitchell, Kevin Nesbitt, Carina Quintian, Rosann Santos-Elliott, Johanna Whitton, Janet Winter

Absent: Sandrine Dikambi, Katherine Killoran, Angelo Kyriacou

Call to Order: The meeting was called to order at 1:45 PM

Adoption of Agenda & Approval of Minutes: Motions were made and seconded to adopt the day's agenda and approve the minutes of April 11. Both motions carried.

Announcements & Reports:

Treasurer's Report: Ms. Carrington reported that after paying for the food for the May 7 HEO Council meeting at which lunch was provided to 140 HEOs, and after paying for ballot supplies for the election that is currently underway, we have \$421.18 remaining in the budget. It was agreed that these funds should be used to buy refreshments for the June 13 HEO Meet & Greet.

BPC Report: Ms. Quintian reported that at the most recent BPC meeting, the budget deficit for FY15 was projected to be \$3 million. Vice President Troy reported that the drop in enrollment will likely be even lower than we had been expecting. The administration is calling for a hiring freeze, but Mr. Nesbitt indicated that several faculty offers for fall have already been made and will be honored, and several more faculty searches are currently underway. A few board members indicated that they are currently on active search committees for HEO positions, and that they are also aware of several hourly employees who are scheduled to be converted to HEO lines. Moreover, we don't know to what extent College Assistant hours will be cut back, which is always an issue for HEOs, because when we lose clerical staff that work frequently falls directly on us. Clearly there are a lot of holes in our understanding of how the budget deficit is affecting hiring. There was general agreement that our BPC representatives should gather materials from BPC meetings and share those materials with the rest of the board. After some discussion, there was consensus that it was appropriate and necessary for us to ask the administration for clarification about how the budget situation will affect HEOs. Ms. Brown suggested we develop a short list of concise questions for Ms. Quintian to submit to the administration, and there was consensus that the right person to ask would be Vice President Pignatello. We decided on the following list of questions:

1. What is the number of new HEO positions that have been approved that have not yet been filled? Of those, for how many will searches go forward as usual and for how many will searches be put on hold?
2. Have any proposals for new HEO positions been denied, and if so, how many?

3. What is the number of current vacancies among existing HEO positions? Of those, for how many will searches go forward as usual and for how many will searches be put on hold?
4. How many positions currently filled by hourly employees are slated to be converted to HEO lines? Will the budget deficit affect those conversions, and if so, how?
5. How big will the cuts be to the College Assistant budget, and how will those cuts be allocated across divisions?

Ms. Quintian reported that there was also discussion of new academic programs that had been approved and concerns about lack of space. Some of those programs will utilize existing faculty, but others will require the hiring of additional faculty, and the college has no place to put them. CBS may be moving out of the BMW building, and the college may be able to obtain some of that space.

Bookstore: Mr. Nesbitt reported that the John Jay Barnes & Noble Bookstore will be closing as of June 30. The bookstore will still handle book orders for Summer Session 1. There will be a “virtual bookstore” in place to handle book orders for Summer Session II. A Request for Proposals was distributed to invite bidders to be the next bookstore, and a new vendor should be in place by the fall semester. The future of that space is unclear. The lease on that space is for the college, not Barnes & Noble, so we may be able to reallocate that space for another use after the bookstore moves out.

June 6 Board Outing: Ms. Doney and Ms. Whitton announced that they would like to organize an end-of-year gathering for the outgoing board to celebrate our accomplishments this year, particularly the ratification of our new charter. The board decided to go to Lincoln Park on June 6 for Happy Hour. Board members can gather in front of Haaren Hall at 5:00 on June 6 or just meet everyone at Lincoln Park.

Old Business

In the fall the board briefly discussed the possibility of identifying other CUNY colleges with HEO governance bodies and networking with them to share ideas. At the time, we believed there were very few other colleges with HEO governance bodies. At a recent PSC HEO Chapter Meeting, Ms. Doney learned that there are several more than we previously believed, and that a few colleges had formed formal and informal HEO steering committees in response to the timesheet issue. We should consider revisiting this topic in the new term.

New Business

Elections: We have quite a few nominations, and for most positions we have more than enough candidates. The only area where there is still no candidate is Divisional Representative for President’s Office/Legal Counsel. Rulisa Galloway-Perry is the only nominee and she has not responded yet. Many HEOs are confused about the new positions up for election under the new charter. The document we created with all the position descriptions has been very helpful.

June 13 HEO Meet & Greet: Ms. Carrington will contact MJB to order pitchers of water, iced tea, and lemonade, and the balance will be spent on food. Everyone loved the food from COSI that we had on May 7, so we will use them again for June 13.

Transition Plan: Our new charter gives us tremendous potential, but we need to make sure we do not lose momentum. Most of the current board members are running for election again, so hopefully we will have some continuity. However, we will need to educate the new members and the HEOs in general and encourage them to play an active role. Ms. Mitchell suggested that we develop a manual that would include key documents.

That might include the charter, the position descriptions, some basic information about Robert's Rules of order, etc. Ms. Brown suggested an organizational chart and volunteered to create one. There was general agreement that some sort of orientation would be helpful for the newly elected Council members and for HEOs in general, especially newer hires. Mr. Nesbitt suggested identifying newer hires and reaching out to them to develop them as future governance leaders.

Adjournment: The meeting was adjourned at 2:35 PM

HEO Council Budget 2013-2014				
Date	Vendor	Allocation	Expenditure	Balance
		\$3,000.00		
	Staples		\$39.53	\$2,960.47
17-Oct-13	MBJ Food Order		\$223.75	\$2,736.72
22-Nov-14	MBJ Food Order		\$246.75	\$2,489.97
13-Dec-13	MBJ Food Order		\$195.00	\$2,294.97
17-Dec-13	Reimbursement to Michele Doney		\$34.50	\$2,260.47
30-Mar-14	MBJ Food Order		\$217.50	\$2,042.97
7-May-14	Food for May mtg (COSI supplier)		\$1,515.78	\$527.19
9-May-14	Staples		\$29.01	\$498.18
8-May-14	Stockroom		\$77.00	\$421.18