

John Jay College of Criminal Justice
The City University of New York

MINUTES OF THE EXECUTIVE BOARD

Wednesday, November 14, 2007

Opening:

The first third meeting of the Council of HEOS for the 2007- 2008 academic year was convened by Interim President Rulisa Galloway –Perry at 12:05 pm in room 610 T.

Members Present:

Rulisa Galloway-Perry, Dana Trimboli, Helen Cedeno, Irene O'Donnell, Nancy Marshall, William Devine, Sandra Palleja, and Rose O'Neill.

Approval of Minutes:

Minutes for the meeting on October 24th, 2007 were unanimously approved.

Announcements:

Update on election: full HEO list is now completed and ballots will go out today. Ballots are due on Tuesday.

New Business:

Agenda for the November 28th meeting is approved with changes as follows:
Addition of College Charter and HEO Charter discussions, as well as an update on the HEO presidency.

Irene O'Donnell suggests an ongoing dialog between the Secretary and Diane Dwyer in Personnel takes place regularly to keep the HEO list accurate. In addition, the list will be sent to Bob Hong to update Blackboard. A reminder email will be sent to all HEO's regarding the election.

Noted as a point of agreement, it was suggested that Interim President Galloway-Perry should encourage HEO's to update their information in the online directory.

Discussion took place on College Charter Revisions and the following HEO items were mentioned:

1. On page 23, item P, the HEO Council is recognized as a governing body.
2. On page 1, a motion was made and approved by the HEO Executive committee that we agree to propose that 2 additional members be added to the College Council which would make our total representation 7.
3. On page 4, we request clarification on the faculty proposal on #8.

4. On page 9, the Budget Sub-committee of the College P & B will be inclusive of HEO members. A motion was made and approved by the HEO Executive committee that we agree with the wording regarding our participation: "the Chair of the College HEO Council, or designee, and two other members of the HEO Council elected by the group.

Further, we have agreed that the two members should come from the Budget sub-committee. The Budget sub-committee as well as the Quality of Life Sub-Committee, and Charter Revision Sub-Committee should be recognized and added to the HEO Council Charter.

5. Motion made and approved to suggest proposal for Graduate Admissions Director to be included as a member of the Graduate Studies Committee.

A motion was made and approved by the HEO Executive Committee to that we agree to the changes and additions as discussed today. Further, the document will be circulated among the Executive Board for further comments by close of business Monday, so it can be circulated to the General HEO Council on Tuesday for review prior to the General Meeting.

Agenda for Next Meeting: Continue discussion on inclusion of excluded titles in HEO Council.

Adjournment:

Meeting was adjourned at 1:50 p.m. by Interim President Rulisa Galloway-Perry. The next general meeting will take place on November 28th, 2007 from 12pm – 1pm in room 630T.

Minutes submitted by: Dana Trimboli