

**HEO Council Executive Board
Minutes
November 21, 2012
3:00 PM**

Present: Michele Doney, Angelo Kyriacou, Nilsa Lam, Nancy Marshall

Absent: Janice Carrington, Kinya Chandler, Katherine Killoran, Marison Marrero, Irene O'Donnell, Carina Quintian, Crystal Vasquez

Call to order: The meeting was called to order at 3:15 by Nilsa Lam

Approval of minutes: A motion to approve the minutes from November 16, 2012 was made by Nancy Marshall and seconded by Michele Doney. Motion carried.

Announcements: None

Committee Reports: Ms. Lam reported on Monday's BPC meeting. Feng Wang, Director of John Jay Online, gave a presentation about current and future online offerings, in part to address questions from the previous BPC meeting about the justification for new staff lines in the area of distance learning. Mr. Wang projects that, although initial outlays seem high, revenues coming in and going out will be in balance within the first three years. Associate Provost for Research, Anthony Carpi, spoke about a new model for grant funds recovery for faculty. Currently, too large a portion of incoming grant money goes toward administrative overhead, leaving little for the faculty member to fund the actual research. A new model has been developed that preserves more funds for the researcher, and it will be tested to see how well it works.

Old Business:

Defining our outreach message to the HEOs: Ms. Lam sees this as having two distinct parts: our short-term strategy for reaching out to HEOs and increasing attendance to the November 29 meeting, and a longer-term strategy for reaching out to HEOs to educate them about the council and its role, and to encourage them to get involved and engaged for the long term. This is especially important to develop a pool of people who

are knowledgeable and interested in running for EB positions as current members of the EB take breaks or transition out.

For the short term part, to increase attendance on November 29, we talked about the possibility of telephone outreach, with EB members dividing up the list, but in the interest of time, Ms. Marshall suggested we look into doing a targeted voicemail blast to the HEOs. She will check with Chico Alvarez to see how this is done. Ms. Lam will forward us an email she sent to the HEOs in her own area, which we can use as a basis for crafting an outreach email to all the HEOs for the upcoming meeting.

Ms. Marshall stressed the importance of asking HEOs what THEY want the HEO Council to be like, and what its goals should be. Ms. Lam noted that this important type of outreach can be linked to the Quality of Life Committee.

HEO role in Middle States Process: At the previous meeting, it was decided that rather than ask Associate Provost Llana to include this in his own presentation, the EB would preface his presentation with our own message about the important role HEOs have played in the Middle States Process, possibly as part of the email reminder. There was some discussion of the roles HEOs have played so far and the role HEOs will be playing during the site visits. Ms. Marshall is on one of the committees for the latter already. No final decision was reached about our messaging and how it would be delivered.

Reconstituting the Committees: At the Nov 29 meeting, we will introduce the list of goals compiled by Ms. Lam, but we will emphasize that these are the ideas of the EB, and they can be expanded or changed as the full board sees fit. To help work on the process of clarifying and accomplishing these goals, the four standing committees will be reconstituted. The charter does not provide details about the committees other than the names, but Ms. Lam has a document with descriptions and details on composition, length of terms, etc., that was developed a few years ago. She reviewed the descriptions for those present, and a copy of the document will be distributed later. Generally, each committee has five members with one-year terms. The exact role of the elections committee would change if we switched to electronic voting.

Ms. Marshall suggested a short PowerPoint presentation be created for the November 29 meeting to introduce the HEOs to the goals, rather than make copies for everyone.

Mr. Kyriacou questioned whether EB members could be on committees, and whether a HEO could be on more than one committee. The charter does not address this question, so the board decided it would not be a problem. Either way, the committees would report periodically to the board regarding their progress.

There was considerable discussion about how committee members would be chosen. We considered having the HEOs vote on nominees if we receive more nominees for a particular committee than we have seats. This option was discarded because it would be too complicated and take too long. Instead, we will ask for nominations and self-nominations, and seats will be filled on the committees on a first-come basis. If a committee is filled, overflow nominees will be offered seats on other committees if available. We will ask for nominations at the November 29 meeting and afterward via email. Deadline will be December 12, and committee members will be announced at the December 14 Holiday party.

New Business:

Holiday Party: The Holiday Party is scheduled for December 14. The room has already been booked (east end of the Student Cafeteria) and work order has been submitted to arrange the furniture for the event. Ms. Carrington will need to order food, which has traditionally been pies and cider. Ms. Doney will need to have invitations printed and distributed ASAP. The new members for the four reconstituted committees will be announced.

Adjournment: The meeting was adjourned at 4:05 PM

Submitted by Michele Doney