



## ***HEO Council Executive Board***

### ***Minutes***

September 7, 2012  
1:30 P.M.

**Present:** Janice Carrington, Michele Doney, Katherine Killoran, Angelo Kyriacou, Nilsa Lam, Marisol Marrero, Nancy Marshall, Irene O'Donnell, Carina Quintian,

**Absent:** Kinya Chandler, Crystal Vasquez

**Call to Order:** Meeting was called to order at 1:35 p.m. by Carina Quintian

**Approval of minutes:** No minutes were available for the May 9 meeting, but returning members from last year recall having seen them. Carina will check her hard drive to see if the minutes are there.

**Old Business:** none

#### **New Business:**

An overview of the 2012-2013 budget was provided. We are asking for \$2933 this year. This is larger than last year in part because food will be provided at four general council meetings this year compared to three last year. In addition, we are using MJB as the caterer this year, and we cannot expect the discounts we received last year from GSI that were provided in consideration of problems with their service. There was some discussion as to whether the HEO Council budget would be affected by the college's increased enforcement of the policy regarding the use of tax levy money to purchase refreshments for meetings. It was noted that food for HEO Council events comes from the auxiliary budget, not tax levy, so we should be okay.

An overview was provided of campus-wide committees on which the HEO Council has seats. Recent activity was described, and vacant HEO seats were noted, and when possible, filled, as follows:

**ECCC (Executive Committee of the College Council):** This committee sets the agenda for the College Council. However, President Travis is able to use his executive authority to determine that a particular issue is not appropriate for the College Council agenda. There are two HEO seats. The role of the two HEO representatives is to represent the interests of the HEO Council and report back to the HEO Executive Board. Last year, they were held by Silvia Lopez and Michael Scaduto. Kathy Killoran and Nancy Marshall will represent the HEO Council this year. It was noted that this committee follows Roberts Rules very strictly.

College Council: Meetings take place in 630T. Carina Quintian attends ex officio, and the other members of the HEO Council elected as College Council reps should also attend. When not taking the place of a representative, the alternate (along with any guests) sits in the area of 630T with the blue chairs, designated for that purpose.

Campus-wide Committee on Assessment: Last year, the HEO Council representatives to this committee were Marisol Marrero, Sumaya Villanueva, and Danielle Officer. The executive board noted the importance of having experienced people continue in those roles from year to year, and suggested that representatives serve for at least two years and/or rotate out on a multi-year schedule, so that there are always experienced people serving. Marisol noted that excellent training is provided to committee members, and having members continue on from year to year enables the college to continue to reap the benefits of having invested in training. All three HEO representatives to this committee will be asked to continue this year.

BPC (Budget & Planning Committee): Report on the activities of the BPC is tabled until our next meeting because Kinya Chandler was unable to attend today. Kinya may not be able to continue on this committee due to her new role at the college. A new representative from the HEO Council will need to be found. Nilsa will discuss with Kinya. Nilsa attended some of the BPC meetings last year and shared with us the following: Several new hires (faculty and likely also academic advisors) are being considered, to be paid using Compact funds. In addition, some new positions related to the college's distance learning initiative are also being considered. Some distance learning personnel are currently being paid by Tech Fee. Transferring those personnel from Tech Fee to Compact or other university sources saves the college money, because the university covers the cost of fringe benefits. Following Nilsa's presentation, there was some discussion by the board of the importance of questioning the justification of the creation of new positions on campus, given the difficulty HEOs face due to recent cutbacks in staffing for existing programs.

Goals for upcoming year: Nilsa distributed a list of possible initiatives for the upcoming year and led a discussion based on the list. A lively discussion followed, to be continued at the next EB meeting. A few main points from the discussion: The HEO Council serves as both a sounding board and a voice for HEOs and their concerns. There is a need for greater outreach, specifically to new hires. A survey or other form of outreach may be helpful to find out why some HEOs on campus are not active in the council. We should consider restructuring the HEO Council to resemble the faculty senate, where each department or division sends representatives, who in turn report back to their own constituents.

Charter review: A review of the HEO Council charter is needed. We are not operating according to our charter. In addition, charter review would provide an opportunity to formally consider the suggestion that the entire council be restructured (see item above).

Agenda items for the upcoming General Council meeting: Possible agenda items so far:

- A presentation from Human Resources to update the HEOs on changes in staffing and structure in Human Resources, as well as changes in personnel policies and procedures that may affect or be of interest to HEOs
- Ways to increase HEO participation in the HEO Council
- HEO concerns
- Presentation by Janet Winter on current happenings in the PSC, such as an update on contract negotiations
- Gen ed update

**Adjournment:** Meeting was adjourned at 2:55 p.m. Next meeting will be Monday, October 1 at 1:30 in room L71.12NB

Submitted by Michele Doney

APPROVED

# Agenda item(d)

**Nilsa Lam**

---

**From:** Nilsa Lam  
**Sent:** Tuesday, July 31, 2012 10:42 AM  
**To:** Carina Quintian  
**Subject:** HEO Council

Hi Carina:

I met with Michele briefly last week to go through some initiatives the board can undergo this academic year. Here are a few general items.

## Revamping elections process

- Strengthen nomination and elections process
- Elicit brief biographies from nominees

## Defining who we are/charter - *we are a sounding board and a voice*

- Define the Council's mission and philosophy. We need to examine whether the mission statement currently in our charter truly is reflective of what we do and our constituents.

## Outreach/orientation ~

- If we have a difficult time having HEOs come to us (and there may be a lot of reasons why that is the case), we should go to them.
- Michele suggested members-at-large can take up the outreach role or even asking a small group of HEOs to help in outreach.

## Human Resources

- Create a better partnership with HR.
- We should begin to use our own Council listserv email and give back the existing HEO listserv email to HR as they are the sole keeper for that email. In doing so, we need to establish a line of communication of how the Council should be notified especially when there are new employees so that we can update our membership accordingly.

*Solicit questions from all EC members*

## Committees

- Last academic year, the board worked on 4 committees – quality of life, charter review, elections, budget review. In order to realize most of the items above, I think having these 4 committees up and running will help us a lot.

Out of the 5 points, I think defining who we are and putting together the charter review committee so that we can begin modifying the mission statement, philosophy, etc as we go. Of course, we need to engage the larger board into this plan, but I think it was important that the 3 of us have a game plan when we meet with the board.

Let me know what you think.

Nilsa Lam, MS Ed.  
Interim Director  
Enrollment Management Services



524 West 59th Street  
New York City, NY 10019