

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

MINUTES OF THE COUNCIL OF HEOS

Thursday, April 19, 2007

Opening:

The sixth meeting of the Council of HEOs for the 2006- 2007 academic year was convened by Irene O'Donnell, President, at 1:10 PM in room 610T.

Members Present:

A list of members present is attached.

Approval of Minutes

Minutes for the meeting on March 14, 2007 were unanimously approved.

Announcements

The second HEO Orientation has been rescheduled for June 2007. Notification will be distributed once the new date, time and location are confirmed.

The second annual HEO Meet & Greet Luncheon is scheduled for June 14, 2007 in room 630T.

New Business

President O'Donnell announced that 105 HEO ballots were returned for this year's election.

The Executive Board met with President Travis on Monday, April 16, 2007. President Travis outlined the new Spring Call Budget Process and encouraged our full participation in the process. Budget presentations for the various governance bodies are being scheduled. Ours is tentatively scheduled for Wednesday, May 9, 2007 at 11 AM. Presentation documents will be distributed and made available via the college intranet in advance of the meeting. The president also mentioned that we should make sure that the HEO Council charter and the guidelines for increments and reclassification are included in the upcoming college's compendium of policies.

Vice President Galloway informed the members that the ad hoc committee on charter review has made significant progress on their task. The committee has focused on the make up of the council itself and possible restructuring it to have a HEO representative from every department. The committee will also suggest that we have alternates for our positions on the College Council. The committee will present their work at the Executive Board meeting in May.

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A discussion ensued on the pending budget presentations and on the items to be included in our own budget request for the upcoming year. Members expressed interest in being able to host workshops for professional development and in support of HEOs on campus. This idea was discussed more as a concept than as an actual plan, but one of the possible workshops would be about putting together the paperwork for a reclassification request. President O'Donnell asked William Devine, Darryl Westcott-Marshall and Carina Quintian to put together some ideas about it.

This led to a more broad discussion about the role of the HEO Council within the college budget process and in college governance. We acknowledged an increased need to stay abreast of college issues and to keep our members informed. Establishing ad hoc committees might serve as a way to achieve that while serving as a mechanism to engage more of our members

Agenda for the Next Meeting

Election results, discussion with President Travis and findings of the charter review committee.

Adjournment

Meeting was adjourned at 12:59 PM by Irene O'Donnell. The next general meeting will be at 12:00 PM on Wednesday, May 16, 2007 in room 630T.

Minutes submitted by: Kinya Chandler

Approved by: --

Meeting Attendees
April 19, 2007

	Last Name	First Name
1	Brown	Inez
2	Cedeno	Helen
3	Chandler	Kinya
4	Conway	Sharice
5	Coverdale	Judith
6	Crespo-Lopez	Sylvia
7	Devine	William
8	Dikambi	Sandrine
9	Fernandopulle	Wanda
10	Galloway- Perry	Rulisa
11	Giovine	Paolo
12	Griffith- Allen	Nadia
13	Karp	Emily
14	Killoran	Kathy
15	Lam	Nilsa
16	Lee	Eileen
17	Lilly	Marva
18	Marrero	Marisol
19	Marshall	Nancy
20	O'Donnell	Irene
21	Palleja	Sandra
22	Parker	Debra
23	Quintian	Carina
24	Rodriguez	Ahmed
25	Rutherford	Sandra
26	Trimboli	Dana
27	Walsh	Declan
28	Westcott- Marshall	Darryl
29	Winter	Janet
30	Wong	Wingson