

Minutes of the Council of HEOs April 20, 2011

Opening:

The fourth general meeting of the Council of HEOs for the academic year 2010-2011 was convened by President Carina Quintian at 12:10PM in room 630T.

Members Present:

A list of members present is attached.

Approval of Minutes:

A motion to approve the minutes for the meeting on March 18, 2011 was made by Marva Lilly and second by Michael Scaduto.

Announcements:

The HEO Meet and Greet will be held Friday, June 17, 2011 in room 630T.

College Council nomination will be taken via email. Members can self-nominate or nominate a fellow HEO from April 25, 2011-May 6, 2011.

New Business:

Human Resources requested to meet with the HEO group in order to discuss the results on the Employee Engagement Survey 2010. The result of the survey can be accessed via Inside John Jay.

Members posed questions to Dean Gray in an open forum.

Q: Will Simpkins indicated that Christel Colon, former Director of Human Resources had mentioned in a previous meeting that the job description activity was not completed but will happen shortly. When will this activity take place?

A: Dean Gray mentioned that Gulen Zubizarreta and Yvonne Purdie are responsible for the project and to get standardized job descriptions to CUNY and to get it to the individuals. This project is underway.

Q: Bill Devine suggested that Director's meeting, divisional meetings, and other activities will help strengthen the communication amongst departments and individuals. Implementing these activities should help with employees feeling more engaged in the work place.

Q: Irene O'Donnell asked who else Human Resources will meet with concerning the Employee Engagement 2010 result.

A: Dean Gray pointed out that their office will meet with various divisions, the College Office Assistants, etc.

Q: Kimberly Tatro raised the question of why a condensed Bravo Employee Institute to one day this academic year.

A: Dean Gray responded that due to a variety of budgeting and staffing issues the Bravo Employee Institute was condensed to one day. However, if there is a workshop that HEOs did not attend but would like to attend, please contact Dean Gray or Yvonne Purdie.

Q: Irene O'Donnell indicated that some employees may benefit from ESL training in order to improve communication in the work environment. Managers have to realize that they must train new staff members on communication.

Q: Bill Devine also suggested that messages, requirements, and expectations should come from the top down.

Q: Will Simpkins also suggested that new employees should be given a tour and be explained the Master Plan in order to understand the mission of the College.

Q: Michael Scaduto pointed out that there should not be any favoritism in the work place since it can result to unfair treatment in the workplace.

Q: Barbara Young indicated that College Assistants and College Office Assistants have the brunt of the work; therefore, they are the ones who needed to be trained. She feels that training for them should be mandatory.

Agenda for Next Meeting:

None.

Adjournment:

A motion to adjourn the meeting was made by Premwati Sukhan at 1:20PM and second by Bill Devine. The next Council of HEOs meeting is April 18, 2011.

Minutes submitted by: Nilsa Lam

HEO Meeting Attendees

April 20, 2011

	Last Name	First Name
1	Carbajo	Liza
2	Chin	Calvin
3	Czechowicz	Christina
4	Devine	William
5	Doney	Michele
6	Duro	Anila
7	Givens	Christine
8	Kelly	Alicia
9	Kemp	Jerylle
10	Killoran	Katherine
11	Lam	Nilsa
12	Lilly	Marva
13	Marshall	Nancy
14	McKiever	Shavonne
15	Moreno	Virginia
16	O'Donnell	Irene
17	Parker	Debra
18	Perez	Maribel
19	Phillips	Anthony
20	Pitcavage	Victoria
21	Purdie	Yvonne
22	Quintian	Carina
23	Rickard	Diana
24	Rutherford	Sandra
25	Scaduto	Michael
26	Simpkins	Will
27	Sukhan	Premwati
28	Tatro	Kimberly
29	Taveras	Rita
30	Wala	Barbara
31	Winter	Janet
32	Young	Barbara