

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

Minutes of the Council of HEOs

March 18, 2011

Opening:

The third 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 November 5, 2010 was made by Nancy Marshal and second by Kinya Chandler.

Announcements:

None.

New Business:

President Travis addressed the budget situation in CUNY and the College. Relative to the budget, we as an institution are in a good position even though times are not like before. Cut back on College Assistant and Other Than Personnel Services (OTPS) budget and non-reappointment of some substitute faculty lines gave the College a surplus which will cushion us for the next fiscal year. Next budget is slated to be approved April 1 by the legislature. The President and executive staff will be meeting next Monday (from the date of this HEO Council meeting) to discuss budget projection for the next fiscal year.

There are 63 administrative vacancies and 50 faculty vacancies. There are also 34 ERI (Early Retirement Incentives) in which about half are administrative. Senior Vice President Pignatello is in negotiation with CUNY to fund the staffing for the new building. In the executive staff meeting, the Vice Presidents will report the priorities of the College, vision of the Master Plan implementation that is free or low cost, and ways to generate revenue.

President Travis's sense of the budget future is that there may not be further reductions that are major coming up this year. There were two task forces – year round college and online education – that looked into ways to boost the College's revenue. The year round college task force was led by Associate Provost Llana to look at increasing summer and winter enrollment. The online education task force was led by Dean Lopes to bring our College brand in the global setting. The College is also exploring private fundraising and to market ourselves by hosting events.

President Travis then took questions from the audience and addressed several issues with Dean Gray.

Question 1 posed by Johanna Carlin: How do we overcome stress in the workplace?

Answer/Suggestion: The Summer Institute/ after work hours college events are ways to unwind among colleagues and connect with each other that we otherwise would not be able to do during work hours.

Question 2 posed by Kinya Chandler: How will evaluations be handled when there is a high expectation that work has to be done but there are fewer resources due to the College Assistant cut back?

Answer/Suggestion: We have to pay special attention to relations and changes in the workplace and be sensitive to people's job responsibilities. Providing a structure and professional development are important. There are on campus workshops including the ones offered in the Summer Institute. Human Resources will also meet with HEOs to discuss the Employee Engagement Survey results.

Question 3 posed by Michele Doney: What is the College policy on workplace violence and allowance of pepper spray on campus?

Answer/Suggestion: The question should be referred to Isabelle Curro.

Question 4 posed by Alena Kaktysh: How can the individuals gauge and address issues of equality of job performance when some employees may not perform as well as other employees?

Answer/Suggestion: These issues should be first discussed between supervisor and employee. As a College, we are bound by union regulations. If the person is not producing, however, then we need to think carefully about whether the person should continue employment.

Question 5 posed by Christina Czechowicz/Helen Keier: What is the phase II space allocation? There has been no consultation on the space assignment for some departments.

Answer/Suggestion: The plans for phase II are on the website. Concerns and questions should be directed to the supervisors or Vice Presidents of the department.

Question 6 posed by Michael Scaduto: What are the result of the bucket list and the shifting of positions?

Answer/Suggestion: A version of the bucket exercise will be up for discussion in the VP meeting. The Chancellor is strong on no retrenchment.

Question 7 posed by Nancy Marshall: There are College Assistants with skills beneficial to the office but left and management are forced to split the lines. This has caused stress and

Answer/Suggestion: A conversation should be had with the supervisors and employees to discuss what can be accomplished with less staff and/or resources.

Question 8 posed by Kinya Chandler: What is the status of the new community college?

Answer/Suggestion: The new community college will be at the old Katherine Gibbs location for 5 years.

Agenda for Next Meeting:

None.

Adjournment:

A motion to adjourn the meeting was made by Carina Quintian at 1:10PM and second by Nilsa Lam. The next Council of HEOs meeting is April 18, 2011.

Minutes submitted by: Nilsa Lam

HEO Meeting Attendees
March 18, 2011

	Last Name	First Name
1	Acquaah	Loretta
2	Alexis	Gwen
3	Barnet	David
4	Brown	Inez
5	Carbajo	Liza
6	Carlin	Johanna
7	Carrington	Janice
8	Casillas	Yolanda
9	Chandler	Kinya
10	Cole	Lorna
11	Czechowicz	Christina
12	Del Rosario	Ariel
13	Dikambi	Sandrine
14	Doney	Michele
15	Fradkin	Faina
16	Giovine	Paolo
17	Johnson	Herbert
18	Alena	Kaktysh
19	Keier	Helen
20	Lam	Nilsa
21	Lilly	Marva
22	Lopes	Jaquelina
23	Marrero	Marisol
24	Marshall	Nancy
25	McTursh	Rachel
26	Nesbitt	Kevin
27	O'Donnell	Irene
28	Palleja	Sandra
29	Parker	Debra
30	Perez	Maribel
31	Phillips	Anthony
32	Purdie	Yvonne
33	Quintian	Carina
34	Rambharose	Karen
35	Ramirez	Diane
36	Rios	Nicole
37	Rubel	Janet
38	Rutherford	Sandra
39	Scaduto	Michael
40	Shanken	Rachel
41	Simpkins	Will
42	Tatro	Kimberly
43	Taveras	Rita

44	Taylor-Leacock	Betty
45	Torres	Doris
46	Trimboli	Dana
47	Wala	Barbara
48	Zubizaretta	Gulen