

MINUTES OF THE COUNCIL OF HEOS

Wednesday, October 24th, 2007

Opening:

The first general meeting of the Council of HEOS for the 2007- 2008 academic year was convened by Interim President Rulisa Galloway-Perry at 12:10 pm in room 630 T.

Members Present:

A list of members present is attached.

Approval of Minutes:

Minutes for the meeting on May 16th, 2007 were unanimously approved.

Announcements: November 28th, 2007 is the next general meeting. President Travis will be present to provide an update on College business.

Janet Winter announced October 30th, 2007 is the PSC Rally. As of the last update provided, no financial offers were made by management. The issue of part time HEO's is back on the table, as is 8 years for 13.3b (as well as dismissal in 6 months after 2 evaluations), and taking away step increases for Presidential merits.

Dean Gray was welcomed and given the opportunity to discuss overtime and compensation issues. In the past, HEO's have been compensated with flex and comp time. Now, all overtime is structured by FLSA and the arbitration decision at LaGuardia Community College. All HEO's are labeled as FLSA Non-Exempt (protected by overtime rules), or FLSA Exempt which excludes you.

FLSA Non-Exempt (which represents about 43 HEO's at John Jay) can receive comp time for hours worked between 35-40 and after 40 hours equals salary times 1 ½.

FLSA Exempt (All HEO/HEA and some HEa's depending on Central Office's classification of the position). Hours worked over 35 a week translate to comp time, no cash value.

However, the arbitration decision is vague and does not make these distinctions clear. For example, does the 35+ hours in comp time translate to time or time and a half? Can the time be limited once a cap is reached? Does it carry over, or can it be lost?

Until the Union and Management can come to a determination about the question "what is overtime," an official document regarding this issue will not be put out to individual College's. The University believes that overtime is project based and pre-assigned (for events like open house, or recruitment schedules).

The PSC believes that overtime can be the result of normal work week pressures not allowing you to finish during a regularly scheduled period.

The arbitration is clear that the cash compensation is not retroactive. Supervisors should be getting a list of staff who are included in the 43 Non-Exempt.

This also brings to light questions about job descriptions and the reality of the workload associated with them. Maybe jobs need to be split, or people need clerical assistance. Some HEO's are noting they are expected to be on call 24/7.

HEO's from the floor asked the following:

- Can Dean Gray send a memo to staff regarding the need to take lunch hours? Dean Gray asked the Executive Board to send him an email.
- Can vacancy notices be posted on web, or through a weekly email, week of, or another means of communication? Dean Gray noted he would look into this possibility.
- A clarification of conversion of CA/Gittleson lines to HEO.

Agenda for Next Meeting:

Adjournment: Meeting was adjourned at 1:05 p.m. by Interim President Rulisa Galloway-Perry.

Minutes submitted by: Dana Trimboli

**Meeting Attendees
October 24th, 2007**

| | |
|-----------------------|-------------|
| 1. Brazoban | Narollineg |
| 2. Cedeno | Helen |
| 3. Chandler | Kinya |
| 4. Clarke | Melaine |
| 5. Coverdale | Judith |
| 6. Crespo Lopez | Sylvia |
| 7. Devine | William |
| 8. Doney | Michele |
| 9. Drazdowski | Laura |
| 10. Fernandopulle | Wanda |
| 11. Galloway- Perry | Rulisa |
| 12. Hancock-Nicholson | Nikki |
| 13. Hong | Robert |
| 14. Kaktysh | Alena |
| 15. Karp | Emily |
| 16. Lam | Nilsa |
| 17. Lilly | Marva |
| 18. Marrero | Marisol |
| 19. Marshall | Nancy |
| 20. Nieves | Karen |
| 21. O'Donnell | Irene |
| 22. O'Neill | Alicia Anne |
| 23. Palleja | Sandra |
| 24. Pangburn | William |
| 25. Parker | Debra |
| 26. Rutherford | Sandra |
| 27. Taylor | Betty |
| 28. Trimboli | Dana |
| 29. Winter | Janet |
| 30. Wong | Wingson |
| 31. Zayatz | Alicia |