



Minutes

Higher Education Officers Council Executive Committee

April 7, 2015
10:00 AM

Members Present: Inez Brown, Janice Carrington, Sandrine Dikambi, Michele Doney, Nikki Hancock Nicholson, Tiffany Onorato, Rosann Santos-Elliott

Members Absent: Nancy Marshall, Linda Mitchell, Kevin Nesbitt, Michael Scaduto, Johanna Whitton, Janet Winter

The meeting was called to order at 10:11 AM. There was no quorum, so those present agreed to discuss as many issues as possible, but no formal business was possible because there was no quorum to vote.

Email voting: There was some discussion regarding the possibility of conducting business via email vote, given the difficulty in consistently achieving a quorum at EC meetings. There was general consensus that this was possible, and several members present have served on other bodies where email votes were commonplace. There was general agreement that if a majority of members of the body voted, that could be considered a quorum and the vote would count. For this week, we should use this method to approve the minutes that we cannot vote on today.

Committee Reports

Treasurer's Report: Ms. Carrington obtained menus from Janet Rubel that we talked about last time for the HEO summer soiree and she thinks we can do something nice for under \$1800. She will contact the vendors and plan out a menus from Whole Foods and Corner Cafe that she will present at the next EC meeting. There is still a concern about heating the food and keeping it warm. Ms. Onorato favors Corner Café because they bring the food already heated. Ms. Brown and Ms. Dikambi have both used Corner Café and liked it. Ms. Dikambi reminded the group that we have also had good past experiences with Cosi.

Ms. Carrington noted that we will probably have money left at the end of the year. Ms. Dikambi and Ms. Hancock-Nicholson have been discussing some sort of award for HEOs, possibly to be called HEO Heroes. Ms. Brown is concerned that they may be viewed as political and suggested we do doorprizes again instead, since they were so popular at the holiday party. Ms. Carrington noted that whatever we do, we need to spend all our money or we won't get it again next year. One upcoming expense is the cost of supplies and printing for College Council elections. It was also suggested that we use the money on some type of professional development opportunity, although there was concern that we're running out of time to plan something like that.

HEOs on the Hudson: There was general consensus that this is still a good idea and we should pursue it. We could buy lunch tickets for people who plan to come so they could grab a quick, portable lunch from the cafeteria and eat lunch together before we walk. Bulk lunch tickets can be purchased from Aldana at MBJ.

Flash drives: Ms. Onorato reminded the group of the Membership Committee's desire to purchase HEO Council branded flash drives to distribute to new hires, loaded with the HEO handbook and other key documents.

Elections Committee: Ms. Brown is preparing to put out a call for nominations for College Council soon.

Ms. Brown would also like to create a flyer to go to all HEOs advertising our committees.

Quality of Life Committee: Ms. Marshall was not present, but Ms. Dikambi attended their most recent meeting and gave the report. Some revisions have been made to the survey draft. It will be 15 questions. They will administer the survey in collaboration with IR and will release its results to the entire college. Sandrine noted that there was some discussion at the QoL committee about who can serve and how many seats there can be. There was general consensus among those in the room that there is no limit to the size of a committee and all HEOs are welcome to serve. Ms. Doney will distribute the descriptions of all the committees so Ms. Dikambi can send it out.

Campus-Wide Committees: There was some discussion about committee vacancies and clarification of the role of the HEO Council Vice President. Our Charter indicates that the Vice President is responsible for filling vacancies on campus-wide committees. There was general consensus that the VP should also coordinate with those representatives to facilitate communication with all the HEOs about what our representatives are doing. We still have a CWAC vacancy that needs to be filled. There was some discussion regarding how best to reach out to HEOs about this position and several names were considered.

CWAC: Ms. Dikambi has received an email from the co-chair of CWAC inviting people to attend a lunch and learn regarding assessment of non-academic units. The meeting will take place April 27 during community hour. This issue is important because assessing non-academic units will be a major area of focus for Middle States during this next cycle.

College Council: Mr. Nesbitt has indicated he is willing either to assume the role of College Council alternate or to remain in his role as Member at Large, whichever Ms. Dikambi prefers. If he moves to the College Council, the next person in line for Member at Large will be bumped up, because the charter specifies that one person cannot have more than one role on the EC. Ms. Doney has emailed the election results to Ms. Dikambi already but could not recall who the next person is from memory.

HEO Screening Committee: Ms. Dikambi invited Bill Pangburn to attend today's meeting to discuss his role as the HEO representative on the HEO Screening Committee, but he was not present. If he does not continue in his role, Ms. Dikambi would like to put forth Ms. Brown, Ms. Doney, and Ms. Santos-Elliott for consideration. Ms. Doney is the alternate HEO rep on the HEO Labor-Management Committee, which may be a conflict of interest. Ms. Doney will consult with the PSC to find out. Those present did not all agree on what the required qualifications are for the HEO who serves on the HEO Screening Committee. Some believe both 13.3.b status and full HEO status are requirements. Others present believe 13.3.b is required by either a full HEO or a HEO Associate can serve. Ms. Doney will check the past minutes to find out what the past discussion has been.

Summer Soiree: Some people had this on their calendars as June 12, others as June 19. There was general agreement that it should be the 12th so it does not conflict with the Bravo Employee Summer Institute, although a few people felt it should be on a day other than Friday.

Freshman Orientation: Ms. Santos-Elliott described the new structure for orientation. Instead of two days, we will do 15 days with fewer students on each day. It needs to be a community event. No silos. People will not be expected to do the same thing 15 times in a row, so for each element, more than one person will contribute, which will require that additional people be trained to give some of the traditional presentations.

Representation on Town Hall planning committees: There was some discussion as to whether we should ask for a spot on the planning committee for town hall meetings, which already has representation from the faculty senate, student government, and the administration. Ms. Brown and Ms. Doney feel that we should try to have a presence everywhere other governance bodies are present. Ms. Dikambi wonders if this is a good investment of our time because HEOs very rarely go to Town Hall meetings. Ms. Santos-Elliott noted that those Town Hall meetings are primarily about Quality of Life, and that is a big issue for HEOs. There was general agreement that we should be present everywhere, even if our impact is not immediate or obvious.

Respectfully submitted by Michele Doney