



**HEO Council Executive Committee  
March 2, 2015 (rescheduled from February 27)  
10:00 A.M**

**Meeting Agenda**

**Members Present:** Janice Carrington, Sandrine Dikambi, Michele Doney, Nikki Hancock-Nicholson, Nancy Marshall, , Kevin Nesbitt, Tiffany Onorato, Michael Scaduto, Johanna Whitton

**Members Absent:** Inez Brown, Linda Mitchell, Rosann Santos-Elliott, Janet Winter

**Call to Order:** The meeting was called to order by President Dikambi at 10:11 AM

**Adoption of the Agenda:** A motion to adopt the agenda as amended was made by Ms. Hancock-Nicholson and seconded by Ms. Marshall. Motion carried.

**Approval of January 20th Minutes:** Minutes for January 30<sup>th</sup> were unavailable and will be approved at the next EC meeting.

**Announcements & Reports**

**Treasurer's Report:** Ms. Carrington reported that there have been no new transactions since the last meeting. Our current balance is \$3086.10. For this Thursday's general HEO Council meeting, we will spend about \$280 on refreshments as usual. At the next EC meeting, Ms. Carrington will present a budget for the June meet and greet. She will consult with Janet Rubel about catering ideas. Ms. Rubel made the arrangements for Inez Leon's retirement party, which had really excellent food that was from an outside caterer, not MBJ. One concern will be making sure hot food can be kept hot, as outside caterers may not provide that equipment.

**Budget Committee:** Mr. Scaduto reported on the most recent BPC meeting. There was a presentation on enrollment trends and predicted/desired future enrollment patterns for the college, which will include fewer freshmen but more transfer and graduate students. Overall enrollment will decline a bit further and then stabilize. President Travis recently made his case again to CUNY for a permanent increase in funding for the college to bring us in line with what the other senior colleges get, since it was our transition to senior college status (losing the enrollment the AS programs gave us) that caused many of the budget problems we now face.

**Space/North Hall:** Different people on the EC have heard different things about the future of North Hall. Most people have heard that John Jay needs to be out of North Hall by the end of June, 2015. Some people have heard that CUNY will still own the lot and Guttman Community College will still be occupying at least part of the building that will be built on that space, with some additional space possibly available for John Jay to use. Other people have heard the entire lot will be sold to a private buyer. Delegates from the HEO and John Jay chapters of the PSC have requested that the chairs of those two chapters press the union to demand that some of the proceeds of the sale of the property to go providing retro pay for PSC members. In any case, the space

consultant hired by the college is currently working on the problem of where to put everyone who is currently in North Hall. Relocating Financial Aid and the Office of the Registrar is particularly problematic, as is the loss of all the computer classrooms in North Hall.

Charter Review: Ms. Hancock led the discussion in the absence of Ms. Mitchell. President Travis held a meeting with representatives from the various campus constituencies about doing a full review of current campus governance processes and structures. Mr. Nesbitt has been at some of those meetings and quoted President Travis as having said that “everything is on the table.” The college’s charter will likely undergo significant changes, and we need to think about what that means for the HEO Council and our own charter. Even after last year’s significant charter changes, we have identified several additional changes that should be made, and there are issues that our charter does not address at all, such as attendance issues, how to remove someone from office who is not performing in certain positions, and making sure our committees are productive. Ms. Dikambi noted that if these unresolved issues hold us back from performing at a high level, it may put the HEO Council at risk when the college reviews its governance processes.

Elections Committee: Inez Brown is off campus due to the recent passing of her father. Ms. Hancock-Nicholson shared that Ms. Brown appreciated the card and gift that the Executive Committee members sent and conveyed her thanks.

Membership Committee: The committee has not met recently, but Mr. Nesbitt has spoken with Human Resources about our wanting to be part of the orientation of newly hired HEOs. We are still having trouble knowing who the new HEOs are. The person in HR replacing Judy Mendoza is Valerie Peterson. Ms. Peterson knows this will be one of her responsibilities. Ms. Dikambi will be in touch with Kevin Hauss and Ms. Peterson to make sure we are receiving the data we need in a timely manner. There was some discussion about how to build our brand and raise awareness among new HEOs. We should continue to use our website, but we may also want to purchase HEO Council flash drives and load them with important documents.

There was also some discussion regarding the climate on campus. The qualifications and accomplishments of HEOs are not always well known, and in particular, HEOs do not always feel respected by faculty. When Ms. Dikambi pointed out at the recent Town Hall meeting that the current strategic plan draft barely mentions staff at all, this comment was not well-received. Under the new Drupal web content management system, faculty may create profiles for themselves, but HEOs generally cannot, and the only departments on the drop-down menu in the profile builder are academic ones. During a fall HEO Council meeting, Peter Dodenhoff, who writes the John Jay newsletter, encouraged HEOs to submit items for Faculty & Staff Notes when they publish something, present at a conference, receive a significant honor, etc. However, the scope of that section of the newsletter is somewhat limited, and there was general agreement that we should pursue entire articles for the newsletter highlighting HEOs and the offices they work in. Some other ways to highlight individual HEOs were also discussed, and further discussion on this topic is planned.

Quality of Life Committee: The HEO Quality of Life Survey is finished and ready to be distributed. Ms. Marshall will send the survey to Ms. Dikambi before Thursday’s HEO Council meeting, when it will be introduced to the entire Council. Survey responses will be collected via Google Forms. There was some discussion of the overlap between the Membership and Quality of Life committees, and also of the general lack of clarity as to what the mission of the Quality of Life Committee should be. Some committee members are pushing for more professional development opportunities, but Ms. Marshall believes we need to be careful not to duplicate the efforts of the Human Resources office.

## **Old Business**

Vacancies (CWAC and College Council): There was some discussion regarding our two currently vacant positions, the processes by which they are filled, and how to move forward with each. The CWAC vacancy created by the departure of Maureen Coyle is not an elected position. To fill positions like these in the past, we have put out a call for self-nominations and asked EC members to nominate additional people as needed, then the EC chose nominees from among that list for approval by the College Council. Ms. Dikambi will reach out to the HEOs to ask interested to identify themselves.

The College Council vacancy left by Nilsa Lam is an elected position. The current alternate, Tiffany Onorato, has been bumped up to Ms. Lam's former spot, leaving the alternate spot vacant. The next person in line for that spot is Christine Baerga, who has declined. After her is Kevin Nesbitt, who is currently serving as a Member at Large and chair of the Membership Committee. Ms. Dikambi indicated she feels Mr. Nesbitt is very valuable in his current position, especially in his role as Membership Chair, and it would be less disruptive to the HEO Council to have someone else replace Ms. Onorato in her single role than to have someone new replace Mr. Nesbitt in his dual role as Member at Large and Membership Chair, given the things we are currently trying to accomplish with new HEO hires. Mr. Nesbitt indicated he would be happy to do either, since the charter does not allow him to do both. Ms. Doney will consult last year's election results and let the EC know who the next person is after Mr. Nesbitt, which will help guide the EC's decision on this issue.

Agenda items for March 5<sup>th</sup> General Meeting: Agenda items identified for Thursday's HEO Council general meeting are:

- The usual committee reports
- Interdisciplinary Studies Proposal (Professor Amy Green; see below)
- Quality of Life Survey
- Summer Meet & Greet
- Charter Review: We are hoping to make further revisions and put them up for a vote at the May HEO Council meeting, which will require a high turnout.

Strategic Plan feedback: Ms. Dikambi thanked Rosann Santos-Elliott in absentia for her work pulling together feedback from the HEOs on the second draft of the college's new Strategic Plan. Ms. Dikambi indicated she wished more HEOs had contributed, and expressed concern over the reaction she got during the Town Hall meeting when she noted that the plan contains virtually no mention of staff at all, and particularly fails to include any provisions for staff, such as professional development.

## **New Business**

ISP Proposal: Professor Amy Green from the Interdisciplinary Studies Program has asked to address the HEO Council to present her proposal to bring together all the academic programs on campus that are interdisciplinary in nature (e.g. Gender Studies) under the ISP umbrella. She will be presenting this proposal to the College Council for a vote soon and is hoping to win our five votes. There was general agreement that we should put her on the agenda for March 5, and that it was a positive thing that faculty are actively courting our votes.

Reclassification: There has been some feedback from HEOs who have gone up for reclassification in the past year that there is not enough information/communication from our HEO Screening Committee representative. It was clarified that it is not necessarily the role of our HEO Screening Committee rep to advocate for specific HEOs' reclassification bids, which is the job of the Vice Presidents who advance their applications. However,

people remember how well-informed we were about the process and the committee's calendar when Bill Devine was our representative, and they would like to see communication return to those levels.

This led to a discussion in which we realized that certain campus committee appointments have no expiration or reappointment dates, such as BPC and HEO Screening. This led us in turn to wonder what recourse we would have if we decided we wanted to remove our representative in any of those positions. These are positions for which the HEO Council identifies nominees and submits names for approval by either the College Council (BPC) or President Travis (HEO Screening). We will look into this. As a first step, Ms. Doney will check the PSC contract and contact Deborah Bergen from the PSC to see if there is a precedent for it.

This discussion also led us to realize that clear expectations had not been provided to our current representative, Bill Pangburn, when he agreed to serve. We will invite Mr. Pangburn to a future EC meeting to get some feedback from him, share with him the feedback we have received, and develop a set of expectations for the position.

Spring Faculty & Staff Meeting: The Spring meeting is March 30. Several HEOs will achieve 13.3.b status this year. At last year's spring meeting, everyone being recognized (faculty tenure, promotion, and CCEs, as well as longevity awards) was invited to come onto the stage individually except the HEOs, whose were asked simply to stand up at their seats and be acknowledged as a group after their names were called. After the meeting, a few members of the EC reached out to the administration to express disappointment with this decision and request that HEOs be invited individually to the stage as has been done in the past. Kevin Hauss indicated this could be done. Ms. Dikambi will follow up in the coming weeks to make sure we are still on track for that.

**Adjournment:** The meeting was adjourned at 11:32 AM