



Minutes

Higher Education Officers Council Executive Committee

May 22, 2015

1:00 PM

Members Present: Inez Brown, Janice Carrington, Michele Doney, Nikki Hancock-Nicholson, Makeda Jordan, Linda Mitchell, Kevin Nesbitt, Johanna Whitton, Janet Winter

Members Absent: Sandrine Dikambi, Nancy Marshall, Tiffany Onorato, Rosann Santos-Elliott, Michael Scaduto

Call to Order & Adoption of Agenda: The meeting was called to order at 1:15 PM by Ms. Hancock-Nisholson, presiding in the absence of Ms. Dikambi. A motion was made and seconded to adopt the days' agenda as presented. Motion carried.

Approval of Minutes: A motion was made to approve the minutes of March 2, April 7, and April 24. Discussion: Ms. Brown requested that the April 7 minutes be amended to provide more detail about the discussion of our CWAC vacancy: We discussed how best to reach out to the HEOs to fill the vacancy, and several names were considered. This language will be added to the minutes. Motion carried. March 2 and April 24 minutes were approved. April 7 minutes were approved as amended.

Announcements & Reports:

Elections Committee: Nominations will be accepted through June 2. Ms. Brown has received twelve nominations so far, of which one has accepted and two have declined.

Parliamentary Procedure Training: Ms. Winter is currently taking a class which includes unit on parliamentary procedure. Her instructor is willing to come train us, either just the Executive Committee or the entire HEO Council. WE will keep that in mind for next year.

Old Business:

Summer Soiree: Ms. Carrington presented several options with pricing. The group discussed options for off-campus parties at bowling alleys or local restaurants, as well as keeping the event on-campus this year and planning farther ahead next year for an off-campus event. Ms. Hancock-Nicholson's

mother has provided home cooked Caribbean food for an event at John Jay in the past and the feedback about the food was very positive. After some discussion, there was general consensus that we should go with a Caribbean-themed party with live music and home cooked food. Ms. Hancock-Nicholson and Ms. Carrington will meet to finalize plans and a budget and email the rest of the EC with their plan by Friday of next week.

New Business:

Faculty-Student Disciplinary Committee: On May 21, Ms. Carrington and Ms. Doney met with Dean of Students Kenneth Holmes regarding the composition of the Faculty-Student Disciplinary Committee. In previous years, as the name implies, these committees comprised only students and faculty. However, the university would like each campus to include HEOs on their respective committees. Because there was very little time from the date CUNY made this change and the date they expected John Jay to identify the HEOs who would serve, President Travis asked the various area vice presidents for names and appointed them. However, moving forward, Dean Holmes would like the HEO Council to identify people to serve. There are usually only a handful of cases per year that actually go before the committee, and of the six HEOs serving, only one or two are empaneled at a time, so the workload is not great, and training is provided. Those currently serving are Katherine Outlaw, Nancy Yang, Sumaya Villanueva, Michael Scaduto, Tiffany Onorato, and Stephanie Autenrieth. John Jay is in the process of recertifying for 2015-2016 and needs to submit a list of six names by June 30. In the interest of time, Ms. Doney has already reached out to the six HEOs currently serving to see if they would like to continue. Several of them were unaware they were actually on the committee—they recall having been asked if they were interested, but received no further communication after that. Ms. Outlaw, Ms. Yang, Ms. Villanueva, and Ms. Onorato have all indicated they would like to continue. Mr. Scaduto and Ms. Autenrieth have until today to respond. Ms. Carrington and Ms. Brown are both interested in serving if any replacements are needed.

2015-2016 Meeting Calendar: We will poll the HEO Council representatives to identify the best meeting time for next year. Ms. Whitton is already gathering information from EC members about what works best for us.

HEO Council Logo: Gary Zaragovitch has created several examples for us of what a HEO Council logo could look like. Additional ideas have been discussed via email among the EC in the past several days, and a few additional ideas were developed during today's meeting. All the options will be presented at the Summer Soiree so HEOs can vote for their favorite.

Adjournment: The meeting was adjourned at 2:10 PM

HEO Council Budget 2014-2015				
Date	Vendor	Allocation	Expenditure	Balance
		\$4,200.00		
8-Oct-14	MBJ Food Order		\$280.00	\$3,920.00
21-Nov-14	MBJ Food Order		\$280.00	\$3,640.00
12-Dec-14	Food Order for Christmas Party		\$500.00	\$3,140.00
12-Dec-14	Wine ordered for Xmas Party		\$53.90	\$3,086.10
5-Mar-15	MBJ Food Order		\$242.50	\$2,843.60

Whole Foods order

Approved Allocation	-	\$1800.00		
Signature Sandwich Platter	-	\$109.99 (Serves 18)	-	\$770.00 (10)
Naanwich platter	-	\$79.99 (serves 18)	-	\$160.00 (2)
Southwestern salad	-	\$34.99 (serves 18)	-	\$105.00 (3)
Spinach and Feta stuffed mushrooms	-	\$12.99 (serves 8)	-	\$182.00 (14)
Shrimp Cocktail platter	-	\$64.99	-	\$64.99
Patisserie Platter	-	\$39.99	-	\$120.00 (5)
				<hr/>
				\$1402.00
				<hr/>

Corner Café

Mini sandwiches	- \$5.00 each	\$500.00 (to serve 100)
Includes Grilled Portobello with Wasabi Mayonnaise		
Smoked Turkey, Muenster Cheese & Lemon Mayonnaise		
Flounder Fillet with Dill Mayonnaise		
Fresh Mozzarella & Tomato with Olive Tapenade		
Room temperature Hors D'Oeuvres	- \$24.00 (per doz.)	\$288.00 (to serve 100)
Roast Corn & Goat Chees		
Quesadillas	- \$24.00 (per doz.)	\$288.00 (to serve 100)
Cocktail Quiche	- \$24.00 (per doz.)	\$288.00 (to serve 100)
Large Fruit and Cheese Board	- \$165	\$165.00 (to serve 50)
		<hr/>
		\$1529.00
		<hr/>

CORNER

café & bakery

hors d'oeuvres

NIBBLES AND DIPS

available plattered for an additional \$15

- Cumin-Toasted Almonds \$10 per bowl
- Lavash Crisps \$6 per box
- French Olive Tapenade \$20 per pound
- The Best Salsa \$10 per pound
- Hummus \$10 per pound
- Guacamole \$14 per pound
- Tortilla Chips \$5.99 per bag
- Parmesan Straws \$24 per dozen

ROOM TEMPERATURE HORS D'OEUVRES

available plattered for an additional \$15

- Apricot-Ginger Chicken \$24 per dozen
- Grilled Portobello Bruschetta with Wasabi Sauce \$24 per dozen
- Shrimp with Cilantro Pesto Dipping Sauce \$30 per dozen
- Skewered Shrimp in Citrus Aioli ... \$30 per dozen
- Rosemary-Glazed Shrimp \$30 per dozen
- Smoked Trout/Horseradish Coins \$24 per dozen
- Prosciutto and Fig-Butter Triangles \$24 per dozen
- Fajitas: Chicken, Beef, or Roast Vegetable \$24 per dozen
- Smoked Salmon Pinwheels with Cucumber and Dill \$24 per dozen
- Eggplant Pinwheels with Roasted Peppers, Mozzarella & Pesto \$24 per dozen
- Roast Beef Pinwheels with Olive and Tapenade \$24 per dozen
- Smoked Turkey Pinwheels with Arugula and Tomato \$15 per dozen
- Blackened Salmon Brochettes \$24 per dozen
- Summer Rolls \$24 per dozen
- Deviled Eggs \$24 per dozen
- Grilled Pineapple Skewers with Peanut/Coconut Sauce \$24 per dozen
- Chicken Finger Lollipops with Honey Mustard Sauce \$24 per dozen

HOT HORS D'OEUVRES

- Miniature Ham Biscuits with Maple-Mustard Butter \$24 per dozen
- Maryland Seafood Cakes \$24 per dozen
- Cheddar/Bacon Bites \$24 per dozen
- Jalapeño "Poppers" \$24 per dozen
- Beef and Caramelized Onion Phyllo Purses \$24 per dozen
- Roast Corn and Goat Cheese Quesadillas \$24 per dozen
- Cocktail Quiche \$24 per dozen
- Spring Rolls \$24 per dozen
- Chicken Satay \$24 per dozen
- Pigs in a Blanket \$24 per dozen

SANDWICHES

available plattered for an additional \$15

- Cocktail Sandwiches \$42 per dozen
- Rare Roast Beef with Fricized Onions
- Best Turkey Club
- Ham and Cheddar with Smoked Bourbon Mustard
- Mini Sandwiches \$5.00 each
- Roast Chicken with Chive Mayonnaise
- Grilled Portobello with Wasabi Mayonnaise
- Smoked Turkey Muenster Cheese & Lemon Mayonnaise
- Roast Beef; Fricized Onions & Mustard Mayonnaise
- Flounder Fillet with Dill Mayonnaise
- Fresh Mozzarella & Tomato with Olive Tapenade
- Meatloaf with Russian Dressing
- Tuna Salad
- Ham & Swiss on Lightly Buttered Roll
- Smoked Salmon & Cream Cheese (\$5.95 each)

TEA TIME

- Tea Sandwiches \$24 per dozen
- Roast Chicken with Chive Mayonnaise
- Smoked Turkey on Homemade Apricot Cherry Bread
- Cucumber, Radish and Mint Butter
- Tuna Salad
- Egg Salad
- Mini Muffins & Scones \$18.00 per dozen

DESSERTS

- Chocolate/Raspberry Tartlettes \$24 per dozen
- Cream Puffs with Grand Marnier Cream \$24 per dozen
- Cocktail Whoopie Pies \$24 per dozen
- Lemon Curd Tartlettes \$24 per dozen
- Chocolate-Dipped Strawberries \$24 per dozen
- Mini Assorted Cookies \$24 per pound
- Brownie Bites \$24 per dozen
- Thimble Cupcakes \$24 per dozen
- Rocky Road Briquettes \$24 per dozen
- Cocktail Black and White \$24 per dozen
- Assorted Cookie & Bar Bites \$24 per dozen

CENTERPIECES

- Fruités, our version of a traditional fruit platter**
- Small (serves 15) \$60
- Large (serves 25) \$100
- Crudités, an attractive assortment of vegetables accompanied by dipping sauce**
- Small (serves 15) \$55
- Large (serves 25) \$75
- "Open House" Spinach Dip**
- In a Pumpnickel Bowl \$75
- "Bridge Club" Smoked Trout Dip**
- In a Sourdough Bowl \$85
- Cheese and Fruit Centerpieces**
- Garnished with Fruit and Crackers.
- Bacon/Blue Cheese "Torte"
 - Small (serves 20) \$65
 - Medium (serves 35) \$90
 - Large (serves 60) \$140
- Cheese and Fruit Board
- Assortment of Cheese, Fruit, Bread and Crackers
 - Small (serves 15) \$90
 - Large (serves 30) \$165

Most items require at least 48 hours advance notice. All items are subject to availability.