



**Minutes**

**Higher Education Officers Council  
Executive Committee  
February 17, 2016  
2:00 PM**

**Members Present:** Inez Brown, Janice Carrington, Sandrine Dikambi, Michele Doney, Jarrett Foster, Nikki Hancock-Nicholson, Nancy Marshall, Naomi Nwosu, Johanna Whitton, Janet Winter

**Members Absent:** Tahera Jaffer, Makeda Jordan, Katherine Outlaw

**Call to Order & Adoption of Agenda:** The meeting was called to order shortly after 2:00 PM by Ms. Dikambi. A motion was made and seconded to adopt the days' agenda as presented. Motion carried.

**Approval of Minutes:** No minutes were presented for approval.

**Announcements & Reports:**

**Treasurer's Report:** Ms. Carrington distributed a table of expenditures to date. Our current balance is \$3660. There was some discussion regarding the plan to purchase logo-imprinted flash drives. The flash drives were originally suggested by the Membership Committee more than a year ago as a means to distribute key HC documents like the HC Handbook, but there is not enough money in our budget to buy a flash drive for every HEO and still have enough left over for elections supplies and the June meet and greet event. After some discussion, those present today came to a consensus that the need to distribute the handbook and the need to build our brand by giving away logo-imprinted items can be treated separately. The handbook will be distributed electronically, and some custom-printed item that is cheaper and more suitable than a flash drive will be purchased to build our brand and raise awareness. Suggestions included post-it notes and pens, especially the pens with the touchscreen stylus at the other end. Ms. Carrington will research some possibilities and email them to the EC for feedback.

39 Ten people attended the Strengths Workshop in January. One possible reason for the low turnout is  
40 that Student Affairs and Graduate Studies have both already offered this workshop for HEOs in those  
41 areas. However, those who attended enjoyed the event and found it beneficial. We learned that the  
42 books we purchased for this workshop cannot be reused because they come with an access code  
43 intended for one-time use.

#### 44 Reports from HEO Council Committees:

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47 Quality of Life: Ms. Jaffer was absent today, but there was some discussion about the HEO Quality of  
48 Life Survey. Suzanne Riela attended the last HEO Council general meeting of the fall semester to  
49 present her preliminary findings. Ms. Dikambi will circulate a copy of the PowerPoint to the EC. She  
50 will also obtain the full set of survey results.

51  
52 Charter Review: Mr. Foster is the new chair of this committee. He is new to the EC, so Ms. Hancock-  
53 Nicholson will reach out to him to orient him to the charge of his committee and get him started in his  
54 work.

55  
56 Elections: Ms. Brown has met with DoIT to get us set up with electronic balloting similar to what  
57 student government does. Unfortunately, they are backed up with projects, and we are not a priority  
58 right now. Spring elections will have to be done on paper. This is a full election year, with all  
59 positions up for election.

#### 60 61 Reports from the College Council & Committees of the College Council:

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63 College Council: Two operational issues that have been raised lately in the College Council are poor  
64 attendance of CC representatives and complaints about lack of communication between the CC and  
65 members of its constituent groups. The CC has been having trouble reliably achieving a quorum,  
66 although it was noted that of the various governance groups represented, the HEO Council has the  
67 best record by far, with 80% attendance. One of the chief groups complaining about lack of proper  
68 communication to and from the College Council is the students, who often do not know when new  
69 courses and majors have been approved. There was some discussion about how HEOs can become  
70 aware of what is happening on the College Council. The HEO Council website has direct links to the  
71 websites of the College Council and the various CC committees that have HEO representation. In  
72 addition, College Council reps give reports at HEO EC and general meetings. There was some  
73 discussion as to how actual CC agendas and minutes can be circulated. Those documents are  
74 distributed to our CC reps before each meeting, but they are not currently passed along in any  
75 systematic way. However, they do eventually get posted on the CC website. For now, we will add a  
76 link to the HEO Council website at the bottom of all emails posted to the HEOCOUNCIL listserv to  
77 help drive traffic there, and HEOs can then click through to the CC website if they choose.

78  
79 Ms. Dikambi has gotten some complaints from people that HEO Council meetings are too full of  
80 reports. Time limits on reports may be a good solution.

81  
82 There were no reports about committees of the College Council today.

#### 83 84 PSC Update:

86 Ms. Winter gave the report today. Two things are happening simultaneously: We are entering into  
87 mediation with CUNY after the CUNY Board of Trustees filed a declaration of impasse unilaterally.  
88 The process is actually moving along rather quickly. Meanwhile, the buildup to the strike  
89 authorization vote is still ongoing. HEOs who have been trained are meeting individually with other  
90 HEOs on campus to discuss concerns and ask them to sign a pledge to vote in favor of authorization.  
91 Ms. Winter clarified that this is not a strike vote, but if it passes, the membership is basically saying it  
92 is authorizing the union leadership to call a strike without a separate strike vote. Several people at the  
93 table have already been trained, and Ms. Brown has indicated that she is also willing to be trained.  
94 There are two more trainings later this week. Ms. Doney will send out the details. Ms. Winter also  
95 reported that there is a lot of ongoing outreach work being done with legislators around funding  
96 issues because it is budget season.

97  
98 There was some discussion about the governor's budget proposal and the figures it contains. Ms.  
99 Winter clarified that the governor is asking the city to take over responsibility for \$485 million more  
100 per year of the CUNY budget. If the city agrees, the governor will throw in a one-time payment to  
101 cover the cost of retro pay for the PSC. People have heard \$240 million and \$300 million, and it's not  
102 sure where those figures come from. Ms. Winter thinks they come from an estimate generated by the  
103 PSC itself that has now become outdated because more time has passed and more retro pay is due.  
104 She will check with the PSC and get back to us with an answer.

## 105 **Old Business:**

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108 Parliamentary Procedure Training: Professor Wallenstein is still willing to do this. We will see if he is  
109 available to come to the March 2 HEO Council general meeting.

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111 HEO Handbook: Ms. Hancock-Nicholson would like each section of the handbook to include a cover  
112 page summarizing the content of the section and pointing HEOs to key bits of information. She will  
113 assign a section to each EC member for them to review and create the summary page.

114  
115 Governance Reform: At the governance reform meeting last spring, President Travis indicated that he  
116 would be reaching out to the HEO Council and student government in the fall to discuss governance  
117 reform in our areas. We did not hear from him in the fall. Those present agreed it was best just to  
118 wait until the president gets around to us.

119  
120 Holiday Party: Those present agreed that the last several HEO Council social events have been very  
121 well done. However, they are a lot of work. Some present felt that we should form an events  
122 committee and get other HEOs involved in the planning process. Others felt we could handle the  
123 work ourselves if we were more organized in the distribution and completion of tasks.

## 124 125 **New Business:**

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128 HC General Meeting with President Travis and the VPs: In years past, the HEO Council would invite  
129 President Travis and sometimes also the various Vice Presidents to attend HEO Council meetings and  
130 respond to HEO concerns. HEOs submitted questions in advance, which were reviewed by the HEO  
131 EC and passed along so President Travis and/or the VPs could prepare their responses. We stopped  
132 doing this a few years ago and some HEOs have asked that we start doing it again. Ms. Dikambi will

133 contact the president's office to inquire about his availability and we will schedule a special meeting  
134 for him to meet with the HEOs.

135  
136 HEO Screening Committee Representation: Several members of the EC expressed concern that  
137 although we have a representative on the HEO Screening Committee, we often do not know when  
138 meetings are being held. Bill Pangburn, who is our current representative, has a lot on his plate and  
139 has indicated he'd be happy to step down if we want to replace him. The procedure is that we submit  
140 three names to President Travis and he chooses from among those names. In a meeting last year we  
141 identified some people who might be suitable in this role, so we are prepared to move forward if we  
142 want to.

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144 Regarding the HEO Screening Committee meeting that happened in January, Ms. Doney noted that  
145 although management seemed receptive to labor's request that the process for gathering nominations  
146 for HEO discretionary increases be made more inclusive and transparent, no advance notice went out  
147 regarding the upcoming meeting so those who wanted to submit nominations for the remaining  
148 discretionary funds could do so. This will go back on the agenda for the next labor-management  
149 meeting.

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152 **Adjournment:** The meeting was adjourned at 3:18 PM

HC EC 2-17-16

HEO Council Budget 2015-2016				
Date	Vendor	Allocation	Expenditure	Balance
		\$5,040.00		
8-Oct-14	MBJ Food Order		\$85.50	\$4,954.50
6-Nov-15	HEO Workshop - Payment to R. Santos- Elliott		\$100.00	\$4,854.50
16-Nov-15	John Jay Stockroom		\$25.90	\$4,828.60
19-Nov-15	Staples		\$71.59	\$4,757.01
19-Nov-15	MBJ Food Order		\$154.00	\$4,603.01
7-Dec-15	Purchase of Ice Scoop		\$5.71	\$4,597.30
7-Dec-15	Purchase of 3 Beverage Dispensers		\$96.80	\$4,500.50
7-Dec-15	Desserts for Holiday Party		\$45.90	\$4,454.60
9-Dec-15	Purchase of Wine for Party		\$49.95	\$4,404.65
9-Dec-15	MBJ Food Order		\$643.70	\$3,760.95
9-Dec-15	Food Voucher for Shayne Husbands		\$100.00	\$3,660.95
	Purchase of flash drives (projected)			