

Minutes

Higher Education Officers Council

October 8, 2014

3:00 P.M

New Building, Student Dining Hall East End

Call to Order & Adoption of Agenda: The meeting was called to order by President Sandrine Dikambi at 3:10 PM. A motion was made and seconded to adopt the day's agenda. Motion carried.

Members Present: Ms. Dikambi invited all those present to introduce themselves. A list of members present appears at the bottom of these minutes.

Approval of Minutes: A motion was made and seconded to approve the minutes of March 14. Motion carried with one abstention. A motion was made and seconded to approve the minutes of May 7. Motion carried.

Announcements & Reports:

PSC: Janet Winter, who is both a HEO Council rep to the College Council and a HEO Cross-Campus Chapter delegate to the Professional Staff Congress (the union), gave a brief presentation to clarify the difference between the John Jay Chapter of the PSC, which is the faculty chapter, and the HEO Cross-Campus Chapter of the PSC, which is the chapter to which HEOs actually belong. The HEO chapter typically meets once per semester at a central location, usually either the CUNY Graduate Center or the PSC union hall. In addition, the HEO chapter will hold a meeting for John Jay HEOs at least once per semester here on campus, usually to discuss topics of interest such as reclassification and the provisions of the contract that are relevant to HEOs, and to hear HEO concerns. The HEO Chapter currently has two elected representatives at John Jay: Janet Winter, a delegate, and Michele Doney, a delegate alternate. The John Jay chapter, which is the faculty chapter, warmly welcomes HEOs to its meetings and includes the HEO delegates on its Executive Committee, but HEOs cannot vote on business items or in elections, nor can they hold office. Ms. Winter also talked about the John Jay Labor-Management meeting, in which President Travis, the divisional vice presidents, and Executive Director of Human Resources, Kevin Hauss, attend in behalf of the administration, and members of the John Jay Chapter Executive Committee, including the HEO delegates, attend on behalf of the PSC. HEOs are invited to submit concerns about their working conditions to Ms. Winter or Ms. Doney to be brought up at the Labor-Management meetings.

Kinya Chandler noted that one of the reasons the faculty at John Jay include the HEOs in their meetings is that we are more organized than HEOs on other campuses. Partnering with us is strategic on their part, and we would do well to grow that partnership and use that positive relationship to our advantage as well.

Meeting with VP Pignatello: Nikki Hancock-Nicholson reported on the October 1 meeting between herself, Ms. Dikambi, and Senior Vice President for Finance and Administration, Robert Pignatello. The meeting was arranged at the request of Ms. Dikambi on behalf of the HEO Council, for the purpose of discussing a handful of questions the HEO Council Executive Committee identified after the last BPC meeting of FY 2014, as follows: The EC wanted to know more detail about current HEO vacancies: How many vacancies are there? How many are due to new HEO positions that were never filled? How many are existing positions that have become vacant and have not been posted? How many are vacancies in existing position that have been posted but not filled? How many have not even been posted? How many hourly positions are slated for conversion to HEO lines, and are any of those conversions on hold? How will budget shortfalls affect CA allocations, which will, in turn, affect HEO workload?

Ms. Hancock-Nicholson shared with the group that VP Pignatello is supportive of the HEO Council. He was a HEO 20 years ago and wishes there had been a HEO Council back then. In order to fully answer these questions and address the concerns of the HEOs, he will attend the November 21 meeting of the HEO Council with Pat Ketterer to give a presentation about budget and staffing levels and answer questions from the HC. He will begin with the questions posed to him by the HC Executive Committee, but he encourages other members of the HEO Council to submit any additional questions they may have. Ms. Chandler suggested we ask for a copy of the college's current financial plan. There is a budget retreat scheduled for November 4, and we should be able to get updated information after that. Based on the discussion with VP Pignatello so far, Ms. Hancock-Nicholson characterized the college's current financial situation as a crisis.

Treasurer's Report: Janice Carrington shared the budget request she had made for the HC this year. The meeting to approve budget proposals is later this month, so we will know soon whether our request for FY15 is approved.

Committee Reports:

Budget Committee: The HC Budget Committee has not met recently, so chairperson Michael Scaduto used this opportunity to report on the activity of the CC Budget & Planning Committee. Ms. Scaduto agreed that the overall budget picture is poor. At its September 10 meeting, the BPC adopted four measures presented by President Travis:

1. Faculty workload mitigation.
2. Reinvestment of revenue generated by the online master's degree program. That program has been very successful, and 5% of the revenue it generates will be reinvested back in the program itself.
3. Faculty vacancies: There are fewer vacant faculty lines than HEO lines. This is the first year the college has not been able to make a commitment to filling vacant faculty lines. Depending on available funding, the college will fill up to 14 of those lines, but not all of them, and no new lines will be approved.

4. FY15 financial plan: Will include reducing expenditures on non-teaching adjuncts, using non-tax-levy funds (e.g. Auxiliary budget) to fill gaps, and cutting budgets in all divisions.

Currently, even with these measure, there are deficits projected for both FY15 and FY 16.

Nancy Marshall asked if the college has exhausted all of the places to cut spending. Mr. Scaduto indicated that the fact that the college is leaving faculty lines vacant should tell us that all other options have already been used. There are a total of 21 vacancies, including 5-6 retiring faculty who will not be replaced.

Ms. Dikambi read the list of HEO Council standing committees and campus-wide committees and provided some clarification about the difference between them.

HC Elections Committee: Chairperson Inez Brown noted that there will be College Council elections in 2015, but the next full HEO council election will not be until 2016.

HC Quality of Life Committee: Chairperson Nancy Marshall noted there are vacancies on her committee and she would love some new members. She went over some of the things the committee does and some of its recent accomplishments, such as getting a wider variety of diet soda and flavored seltzer options in the vending machines on campus. Ms. Marshall wants to hear people's problems and ideas.

HC Membership Committee: Chairperson Kevin Nesbitt was not present but has submitted a report, to be posted to the HC website.

Campus Safety Advisory Committee: Irene O'Donnell informed the HC that there is a vacancy on CSAC and it must be filled by a female HEO. The procedure for filling CSAC vacancies is that the HC submits its nominees and VP Pignatello and President Travis choose whom to appoint from among our nominees. Ms. O'Donnell described some of the issues currently before CSAC, which typically has a long agenda. They include fire safety issues, key run problems, CUNYfirst issues as they relate to IDs and campus access, and issues with North Hall. Ms. O'Donnell will share the CSAC minutes with the HC. Our current representatives to CSAC are Ms. O'Donnell, John Leebens, and Howart Francis. She invited HEOs to submit their safety-related concerns to any of these three people.

College Council: Nilsa Lam reported on the most recent meeting of the CC. Rulisa Galloway-Perry was re-elected as the secretary, several courses were passed, and there were some other housekeeping items.

Campus-Wide Assessment Committee: Maureen Coyle reported that CWAC needs a new chairperson, which must be a faculty member. CWAC is currently working on outreach efforts to better help the campus community understand assessment generally and the work of CWAC specifically, which may include a newsletter and some "lunch and learn" opportunities.

New Business: Ms. Dikambi shared with the HC that there is a HEO Council Handbook under development by the EC. Peter Dodenhoff encouraged HEOs to submit items for the “Faculty & Staff Notes” portion of the John Jay newsletter. Faculty often submit items, but HEOs rarely do, and we are missing an opportunity to raise our profile and make the campus community aware of our achievements. Submissions can be emailed directly to Mr. Dodenhoff.

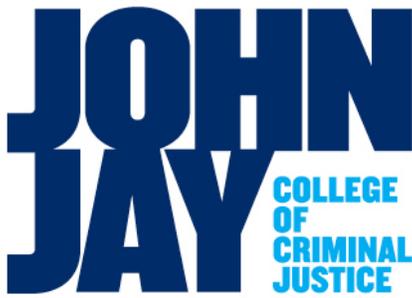
Adjournment: The meeting was adjourned at 4:05 PM.

MEMBERS PRESENT:

Alves, Catherine
Baerga, Christine
Broccoli, Elizabeth
Brown, Inez
Carrington, Janice
Cedeno, Helen
Crespo-Lopez, Sylvia
Dikambi, Sandrine
Dodenhoff, Peter
Doney, Michele
Douglas, Rima
Francis, Howart
Galloway-Perry, Rulisa
Hancock-Nicholson, Nikki
Jordan, Makeda
Killoran, Katherine
Lam, Nilsa
Leebens, John
Lorenzo, Jennifer
Marshall, Nancy
Outlaw, Katherine
Scaduto, Michael
Taylor, Betty
Whitton, Johanna
Winter, Janet

HEOS PRESENT:

Chan, Fern
Chandler, Kinya
Coyle, Maureen
Duro, Anila
Leoutsakos, Junia
Lopez, Diana
Macaluso, Rosalie
Moreno, Virginia
O'Donnell, Irene
Palleja, Sandra
Sanabria Valentin, Edgardo



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MEMORANDUM

TO: HEO Council Colleagues

From: Kevin Nesbitt

C: Sandrine Dikambi
President

Date: 10/8/14

Re: Membership Committee of the HEO Council

Recently I was asked to chair the membership committee of the HEO Council. This committee has not yet met, but in thinking through its work, I propose that President Dikambi seeks membership for the committee by sharing the suggested charge:

As a part of the governance structure of the college, the HEO Membership (Sub) Committee understands its responsibility as becoming knowledgeable of the differences between PSC and HEO contracts, their rights and governance areas; that the Membership Committee takes responsibility for educating and explaining these differences and benefits of the HEO provisions to new HEOs. This body also sees its work as one of outreach to new HEOS hired at the College, and being their first point of contact with their HEO Colleagues in a centralized way. This function is essential as HEOs require support in connecting to colleagues within their division and across divisions; our current employment infrastructure does not support or build these relationships and so the Council wishes to provide this structure. The committee is charged with connecting with new HEOS within their first month of employment, and subsequently sharing what perceptions new HEOs have of the college with the full HEO Council or Executive Committee at its regular meetings. This committee's work will ensure that new HEOS are quickly integrated as colleagues and leaders as they will have individual and collective voice regarding their roles, functions, and the overall employee from the moment they join the college.

If colleagues support this charge, the Membership Committee might focus on a variety of tasks and initiatives not limited to, but possibly inclusive of:

- Working with HR to develop a process wherein when new HEOS are hired, we are informed and given contact information.
- Setting up one-on-one or group meetings with new HEOS to educate them about the HEO governance structure and the benefits.
- Serving as a general point of reference and Orientation for new HEOs as they seek information about campus life and policies.
- Setting up at least one social event per term to recognize and welcome new HEOs to our community (or better partnership with President's Office of the New Faculty and Staff Meeting and post celebration).
- Ensuring that as leadership opportunities arise within the HEO structure, new HEOS are informed of them.
- Referrals to mentorship opportunities as they are known, and or become available.