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Minutes

**Higher Education Officers Council
Executive Committee
October 2, 2015
2:00 PM**

Members Present: Janice Carrington, Sandrine Dikambi, Michele Doney, Nikki Hancock-Nicholson, Kevin Nesbitt, Naomi Nwosu, Katherine Outlaw, Janet Winter

Members Absent: Inez Brown, Makeda Jordan, Tahera Jaffer, Nancy Marshall, Johanna Whitton

Call to Order & Adoption of Agenda: The meeting was called to order at 2:15 PM by Ms. Dikambi. A motion was made and seconded to adopt the days’ agenda as presented. Motion carried.

Approval of Minutes: A motion was made and seconded to approve the minutes of May 27 with some corrections. Motion carried.

Announcements & Reports:

Treasurer’s Report: Ms. Carrington presented the HEO Council budget proposal she has submitted for FY16. We are requesting a total of \$5,040 for this year. Ms. Dikambi shared that at the end of FY15, we had nearly a thousand dollars we needed to spend. The money was spent on materials for professional development workshops, primarily for books for a leadership workshop. Ms. Dikambi acknowledged that the extremely short turnaround time she had to work with made it difficult to include input from the entire EC on the purchase. Several members presented expressed their approval of the purchase because the books are very useful and will be available for HEOs to use for years to come. Ms. Carrington emphasized the importance of reducing the amount of our budget that we spend on food. She would also like to purchase beverage containers for the HEO Council because they are so difficult to get from MBJ.

Budget Committee: No report.

Charter Review Committee: No report. Ms. Dikambi shared that Linda Mitchell has resigned her position as Member at Large and chair of the Charter Review Committee. There was some discussion as to what will happen to this committee and how its chair will be replaced, as we have now run through everybody who was on the 2015 Member at Large ballot, so there is nobody left to bump up

42 into this spot. It was decided that a special election will be held at the October 6 HEO Council
43 meeting. Until a new chair is in place and ready to perform the role, Ms. Dikambi and Ms. Hancock-
44 Nicholson will co-chair this committee on an interim basis.

45
46 Elections Committee: No report.

47
48 Membership Committee: Makeda Jordan is our newest Member at Large and the new chair of the
49 Membership Committee. Ms. Dikambi acknowledge the work that Kevin Nesbitt and Tiffany Onorato
50 did last year on this committee. Ms. Onorato has recently left John Jay and Mr. Nesbitt will be
51 leaving shortly.

52
53 Quality of Life Committee: Ms. Outlaw reported that the HEO Quality of Work Life survey
54 administered jointly with the Office of Institutional Research is in the field and has a response rate of
55 53% so far, which is extraordinary. This appears to be a sign that HEOs have a lot of feedback to give
56 about quality of life issues. Suzanne Riela is no longer working for Institutional Research at John Jay,
57 but she has agreed to continue to work with us until all the data are gathered, analyzed, and presented
58 to the administration. Mr. Nesbitt described the COACHE survey recently administered to the
59 faculty, which asks about similar issues of satisfaction with things like faculty workload. The Provost
60 is working with the Council of Chairs and the Faculty Senate to develop ways to effect positive change
61 in response to concerns expressed by faculty in the COACHE survey results. He suggested we take a
62 similar approach with our survey results. We should emphasize to the administration that we have
63 done them a favor by coordinating the collection of these data, that the responsibility for effecting
64 positive change lies primarily with them, and that proper collaborative structures be put in place to
65 make sure change happens. Ms. Outlaw indicated that the Quality of Life Committee is already
66 thinking about next steps. Ms. Doney shared that the HEO Chapter of the PSC has also been talking
67 about HEO workload issues recently and may be ready to support the HEO Council in whatever it
68 decides to do to push for positive change at John Jay after survey results are made public.

69
70 There was some discussion to clarify exactly who is chairing which committee given all the recent
71 changes in the composition of the Executive Committee. Both Kevin Nesbitt and Nancy Marshall
72 have left their roles as Members at Large to become College Council Representatives. Makeda Jordan
73 has replaced Mr. Nesbitt as Member at Large and chair of Membership. Tajera Jaffer has replaced
74 Ms. Marshall as chair of Quality of Life, but she and Ms. Outlaw have chosen to lead that committee
75 together as co-chairs. Linda Mitchell has resigned her position as Member at Large and chair of
76 Charter Review and will be replaced in a special election (see above).

77
78 College Council: Mr. Nesbitt will be leaving John Jay later this month. The next person on the ballot
79 is Betty Taylor-Leacock. Nancy Marshall will be bumped up to rep and Ms. Taylor-Leacock will
80 become the alternate.

81
82 PSC Update: Ms. Winter and Ms. Doney updated the group on the contract situation and recent
83 union activities to try to push for an economic offer. The Wake-Up Call rally held outside the
84 Chancellor's apartment on October 1 had an excellent turnout, and several John Jay HEOs were there.
85 Concern was expressed over rumors of poor treatment of some rally participants by the NYPD. Ms.
86 Hancock-Nicholson suggested that an unannounced rally might have more impact than a rally that
87 the Chancellor knows is coming. She suggested using flash mobs as a model for holding unannounced
88 rallies. Ms. Winter and Ms. Doney will bring this idea back to the union for consideration. The HEO

89 Chapter of the PSC has had some serious discussion lately on the issue of HEO workload, which is so
90 problematic that some HEO delegates are skipping Delegate Assembly meetings because they cannot
91 leave work on time. HEO delegates from other chapters are very interested in the outcome of our
92 Quality of Life survey. There will be a HEO Chapter meeting at John Jay some time this fall.
93
94

95 **Old Business:**

96
97 Meeting with SVP Pignatello: On September 14, Ms. Dikambi, Ms. Hancock-Nicholson, and Ms.
98 Doney met with SVP Pignatello to discuss John Jay's budget shortfall and some HEO ideas to help
99 address it. Our presentation centered on ideas generated during an EC email discussion the previous
100 week, which ranged from more careful deployment of Federal Work Study students to match actual
101 demand, to eliminating the printing of internal promotional materials in all but the most essential
102 cases, to effecting a cultural change on campus that acknowledges and rewards responsible budget
103 managers and removes perverse incentives that lead to deliberate overspending. SVP Pignatello
104 focused mainly on this last idea and indicated he would bring it to President Travis for consideration,
105 possibly including sound budget management as a criterion for the next round of Bravo awards.
106 There was general agreement that while our email discussion yielded some good ideas, in the future
107 we should meet as a group and develop a fully formed and thoroughly discussed proposal before we
108 request a meeting with the SVP.
109

110 Parliamentary Procedure Training: Ms. Winter reminded the group that Professor Wallenstein is
111 willing to train us in parliamentary procedure. It was agreed that the entire EC should be trained, and
112 it was also suggested that the entire HEO Council be invited as a form of leadership development. Ms.
113 Winter will ask Professor Wallenstein for three dates when he is available, and we will send out a
114 Doodle poll to determine which date works best for us. Ms. Doney suggested we buy some copies of
115 Roberts Rules of Order for EC members. Ms. Outlaw has some Roberts Rules materials that she can
116 share with the group to save the expense of buying the books.
117

118 **New Business:**

119
120 Agenda for October 6 HEO Council meeting:

- 121 1. Quality of Life report about the survey, plus brief reports from others
- 122 2. Special election to replace Linda Mitchell as Member at Large.
- 123 3. Member discussion regarding what they want the HEO Council to do and what our goals for
124 the year should be.

125
126 Adjournment: The meeting was adjourned at 3:15 PM

HEO Council Budget Request FY 2015-2016

HEO Council

The HEO Council is in its 10th year of operation at the College with nearly 280 professional staff on campus that handle a range of administrative tasks within Academic Affairs, Student Affairs, Enrollment Management, Finance and Administration, and Marketing and Development. Our work is multi-dimensional and the HEOs continue to hold critical roles across campus. The HEO Council serves as the bridge between HEOs and the administration.

The HEO Council's Role on Campus

The HEOs on campus are also intrinsically involved in many on-campus activities, issues, and governance. The HEOs either directly implement or oversee the implementation of the college's policies. HEOs serve on all the committees and sub-committees that formulate and implement policies at the college. Consequently, the flow of information to HEOs concerning the operations of the college as well as the ability of HEOs to voice their suggestions, opinions, and recommendations on the multitude of College initiatives is essential.

HEO Council Growth and Budget

We are asking that the HEO budget for this fiscal year be increased to \$5,040.00 from \$4,200.00. The steady increase in the number of HEOs on campus coupled with the rise in costs for goods and services, including MJB, Staples, stockroom, and print shop, have left us in the untenable position of spending more while allocating less money per HEO employee.

The proposed increase means approximately \$18.00 per current HEO employee for this fiscal year. This modest increase in funding will align with increased costs and allow us to have a reasonable budget that could logically support the increased number of HEOs at the College.

In addition, for the 2015/2016 academic, the executive committee has planned a series of workshops for the benefit of our members. The costs of printing of the charter was deferred to this year; consequently, we expect to incur additional costs to cover the printing of the new charter for distribution to all members. New HEO members who began their careers at John Jay in the last academic year will be issued flash drives with the charter and other relevant information about the functions and various steps and suggestions to allow for a smooth transition to their various positions. In other words, the requested increase is to support and maintain the same basic activities of the HEO Council.

The breakdown of the anticipated expenditures are included in the table on the next page.

HEO COUNCIL ANTICIPATED EXPENDITURES FOR 2015-2016

Event	Cost/person (where applicable)	Total Cost
HEO Meeting 1	\$9.75/person	\$150.00
HEO Meeting 2	\$9.75/person	\$150.00
HEO Meeting 3	\$9.75/person	\$150.00
HEO Meeting 4	\$9.75/person	\$150.00
Holiday Party	\$12.75/person	\$637.50
Spring Soiree	\$15.00/person	\$1500.00
Purchase of Beverage Dispenser	\$29.99 each	\$59.98
Purchase of Ice Scoop	\$5.95	\$5.95
Payment of musicians for Christmas & Spring Soiree	\$500.00	\$500.00
Purchase of Microfiber Cleaning Cloths for photography workshop	\$20.97	\$20.97
Payment of Honorarium for workshop presenters	\$100.00/person	\$400.00
Purchase of flash drives for distribution of charter and other HEO related information		\$1190.60
Stockroom/Printing/	\$125.00	\$125.00
	Total	\$5,040.00