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
<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Allocation</th>
<th>Expenditure</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Oct-14</td>
<td>MBJ Food Order</td>
<td></td>
<td>$280.00</td>
<td>$3,920.00</td>
</tr>
<tr>
<td>21-Nov-14</td>
<td>MBJ Food Order</td>
<td></td>
<td>$280.00</td>
<td>$3,640.00</td>
</tr>
<tr>
<td>12-Dec-14</td>
<td>Food Order for Christmas Party</td>
<td></td>
<td>$500.00</td>
<td>$3,140.00</td>
</tr>
<tr>
<td>12-Dec-14</td>
<td>Wine ordered for Xmas Party</td>
<td></td>
<td>$53.90</td>
<td>$3,086.10</td>
</tr>
<tr>
<td>5-Mar-15</td>
<td>MBJ Food Order</td>
<td></td>
<td>$242.50</td>
<td>$2,843.60</td>
</tr>
</tbody>
</table>
### Whole Foods order

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approved Allocation</strong></td>
<td>$1800.00</td>
<td></td>
</tr>
<tr>
<td>Signature Sandwich Platter</td>
<td>$109.99 (Serves 18)</td>
<td>770.00 (10)</td>
</tr>
<tr>
<td>Naanwich Platter</td>
<td>$79.99 (serves 18)</td>
<td>160.00 (2)</td>
</tr>
<tr>
<td>Southwestern salad</td>
<td>$34.99 (serves 18)</td>
<td>105.00 (3)</td>
</tr>
<tr>
<td>Spinach and Feta stuffed mushrooms</td>
<td>$12.99 (serves 8)</td>
<td>182.00 (14)</td>
</tr>
<tr>
<td>Shrimp Cocktail platter</td>
<td>$64.99</td>
<td></td>
</tr>
<tr>
<td>Patisserie Platter</td>
<td>$39.99</td>
<td>120.00 (5)</td>
</tr>
</tbody>
</table>

**Total:** $1402.00

### Corner Café

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mini sandwiches</strong></td>
<td>$5.00 each</td>
<td>500.00 (to serve 100)</td>
</tr>
<tr>
<td>Includes Grilled Portobello with Wasabi Mayonnaise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoked Turkey, Muenster Cheese &amp; Lemon Mayonnaise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flounder Fillet with Dill Mayonnaise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh Mozzarella &amp; Tomato with Olive Tapenade</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Room temperature Hors D’Oeuvres</strong></td>
<td>$24.00 (per doz.)</td>
<td>288.00 (to serve 100)</td>
</tr>
<tr>
<td>Roast Corn &amp; Goat Chees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quesadillas</td>
<td>$24.00 (per doz.)</td>
<td>288.00 (to serve 100)</td>
</tr>
<tr>
<td>Cocktail Quiche</td>
<td>$24.00 (per doz.)</td>
<td>288.00 (to serve 100)</td>
</tr>
<tr>
<td>Large Fruit and Cheese Board</td>
<td>$165</td>
<td>165.00 (to serve 50)</td>
</tr>
</tbody>
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**Total:** $1529.00
**Cheese and Fruit Canapés**

- 885

- In a sourdough roll or
- Baked Chile-Cheese Boudin
- Open House Brunch Dip
- Large (serves 20)
- Small (serves 20)
- Served with a choice of traditional fruit plate
- S100
- S60

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**CENTERPIECES**

- Assorted Cookie & Dessert Platters
- S124 per dozen
- Cocktail Burrito and More...
- S124 per dozen
- Tiramisu Flavored Cakes
- S124 per dozen
- Frozen Blueberries
- S124 per dozen
- Chocolate Brownies
- S124 per dozen
- Cream Puffs with Bourbon
- S124 per dozen
- Chocolate Truffles Pâtisseries
- S124 per dozen
- S24 per dozen

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**DESSERTS**

- Mini Millidge’s Scones
- S18.00 per dozen
- Egg Salad
- S18.00 per dozen
- Trile Salad
- S18.00 per dozen
- Antipasto and Firenze Crostini
- S24 per dozen
- Smoked Salmon’s Cream Cheese (6.50 each)
- S24 per dozen
- Trile Salad
- S24 per dozen
- Roti with Fresh Fruits
- S5.55 per dozen
- Fresh Fruit Salad with Fresh Fruits
- S24 per dozen
- Cured Prosciutto with Fresh Fruits
- S4.50 per dozen
- Roasted Salmon with Fresh Fruits
- S5.55 per dozen
- S24 per dozen

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**SANDWICHES**

- Pigs in a Blanket
- S24 per dozen
- Chicken Salad
- S24 per dozen
- Spicy Chicken
- S24 per dozen
- Cured Prosciutto
- S24 per dozen
- Grilled Tomatoes & Basil
- S24 per dozen
- S24 per dozen

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**HOT HOR D’OUVERES**

- Baked Macaroni and Cheese
- S5.99 per bag
- Grilled Cheese
- S10.00 per dozen
- Hawaiian Ham
- S5.99 per bag
- The Caesar Salad
- S10.00 per dozen
- Grilled Cheese
- S5.99 per bag
- S24 per dozen

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**NIBBLES & DIPS**

- Cheese & Vegetable Platter
- S24 per dozen
- Pesto & Sundried Tomatoes
- S24 per dozen
- Fresh Fruit Platter
- S24 per dozen
- S24 per dozen

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**ROOM TEMPERATURE HORS D’OEUVRES**

- S24 per dozen
- Parmesan Strawberries
- S99 per bag
- Truffled Chips
- S1.01 per pound
- Grilled Cheese
- S1.01 per pound
- Hummus
- S1.01 per pound
- The Caesar Salad
- S1.01 per pound
- Fresh Fruit Platter
- S1.01 per pound
- S24 per dozen
- Caesar Salad
- S1.01 per pound

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**Cappuccino/Coffee**

- S24 per dozen
- Smoked Salmon’s Crostini
- S1.01 per pound
- Smoked Salmon’s Crostini
- S1.01 per pound

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**Cocktail Jockey**

- S24 per dozen
- Smoked Salmon’s Crostini
- S1.01 per pound
- Smoked Salmon’s Crostini
- S1.01 per pound