Minutes
Higher Education Officers Council
Wednesday, November 4, 2015 2:00 PM

Call to Order & Adoption of Agenda: The meeting was called to order at 2:15PM by Ms. Sandrine Dikambi. Quorum was not met.

Old Business:

Elections Committee: Inez Brown stated Elections Committee will hold a special election next Friday for the HEO at Large position. Nominations are still being accepted until the end of the week. Check your mailboxes for ballots.

Budget Committee: Janice Carrington not in attendance. Inez Brown spoke on her behalf on the budget. She stated we received a slight increase in the HEO Council budget for the year. The budget increased 20% from $15 to $18 per HEO. The budget total is $5040. Most of the budget funds will cover professional development for HEO staff and this includes workshops and workshop facilitation. Strengths Quest will be offered to HEOs by Rosann Santos-Elliott. Spread the word registration is now open.

New Business:

Makeda Jordan stated Membership Committee is in need of members. Inez Brown reiterated the need for members on all committees. Committee description sheet shared with council.

Report on Quality of Life Committee
The Quality of Life Committee preliminary survey results were shared and reviewed by Dr. Suzanne Riela from the Office of Institutional Research. Participation rate was 63% of all HEOs. Five percent of the population didn’t know what division they worked in. HEO’s seemed to be happy to work at the college but complained of large workload and demand. After review of results the council suggested the Quality of Life Committee provide feedback on the survey to OIR. Some edits are needed. Asked do we know what we want to include differently from data collected for 2nd survey? Also asked are Italians separate from Hispanics in demographics? Asked not to mix up question styles from
agree/disagree to disagree to agree can be confusing. The survey is available for HEOs to review. Contact committee chair.

**Further discussions:**

- Overtime: We work over time but do not have time to use it. Do we fill out comp time forms? Who gets paid for comp time?
- HR: Interim Director is Raj Singh.
- Benefits information is learned through supervisor not just HR. The HR office directly is not up to date.
- Finding time to meet for Council is a problem we must address. Very difficult to meet

Professional Development: Union gives up to $3000 for professional development through PSC-CUNY.

**Adjournment:** The meeting was adjourned at 3:15PM

**HEOs Present (Members and Other HEOs):**

- Ricardo Anzaldua
- Lorraine Belasco
- Elizabeth Broccoli
- Inez Brown
- Malaine Clarke
- Stephanie DiBrienza
- Anila Duro
- Jarrett Foster
- Hancock-Nicholson
- Nikki Nicholson
- Makeda Jordan
- Katherine Killoran
- Jennifer Lorenzo
- Nancy Marshall
- Joseph Moretti
- Naomi Nwosu
- Yvonne Purdie
- Janet Rubel
- Alena Ryjov
- Michael Scaduto
- Betty Taylor
- Sumaya Villanueva
- Johanna Whitton
- Barbara Young