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

Reports from HEO Council Committees:

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

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

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

Reports from the College Council & Committees of the College Council:

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

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

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

PSC Update:
Ms. Winter gave the report today. Two things are happening simultaneously: We are entering into mediation with CUNY after the CUNY Board of Trustees filed a declaration of impasse unilaterally. The process is actually moving along rather quickly. Meanwhile, the buildup to the strike authorization vote is still ongoing. HEOs who have been trained are meeting individually with other HEOs on campus to discuss concerns and ask them to sign a pledge to vote in favor of authorization.

Ms. Winter clarified that this is not a strike vote, but if it passes, the membership is basically saying it is authorizing the union leadership to call a strike without a separate strike vote. Several people at the table have already been trained, and Ms. Brown has indicated that she is also willing to be trained. There are two more trainings later this week. Ms. Doney will send out the details. Ms. Winter also reported that there is a lot of ongoing outreach work being done with legislators around funding issues because it is budget season.

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

**Old Business:**

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

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

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

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

**New Business:**

HC General Meeting with President Travis and the VPs: In years past, the HEO Council would invite President Travis and sometimes also the various Vice Presidents to attend HEO Council meetings and respond to HEO concerns. HEOs submitted questions in advance, which were reviewed by the HEO EC and passed along so President Travis and/or the VPs could prepare their responses. We stopped doing this a few years ago and some HEOs have asked that we start doing it again. Ms. Dikambi will
contact the president’s office to inquire about his availability and we will schedule a special meeting for him to meet with the HEOs.

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

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

Adjournment: The meeting was adjourned at 3:18 PM
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<td>9-Dec-15</td>
<td>Food Voucher for Shayne Husbands</td>
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<td>Purchase of flash drives (projected)</td>
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