



Oswald E. Fraser
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TO: All HEO Series and Classified Full-Time Employees
 FROM: Oswald E. Fraser, Interim AVP for Administration
 DATE: May 26, 2021
 Subject: HEO & Classified Staff Committees



The **HEO and Classified Staff Committees** were reconstituted and will consider personnel actions related to HEO series employees and classified staff, respectively, for final approval by the President. Below you will find a list of the committee members, meeting schedule and submission deadlines for AY 20-21, and a list of supporting documents necessary to be submitted with all actions to be considered by the respective committee.

All previously submitted actions will be considered at the first scheduled meeting of the respective committee.

HEO COMMITTEE:

NAME	TITLE	COMMITTEE STATUS
Tony Balkissoon	Vice President & Executive Counsel	Chair
Mark Flower	Vice President for Fin. & Admin.	Member
Laura Ginns	Vice President for Public Affairs and Strategic Initiatives	Member
Brian Kerr	Vice President for Enrollment Management and Student Affairs	Member
Yi Li	Provost & Vice President for Academic Affairs	Member
Robin Merle	Vice President for Institutional Advancement	Member
Oswald Fraser	Assistant Vice President for Administration	Secretary/Non-Voting Member
Gabriela Leal	Chief Diversity Officer	Non-Voting Member
Donald Gray	Labor Designee	Non-Voting Member
Naomi Nwosu-Stewart	Director of Enrollment Management Services & EMSA Call Center	Member
Edgardo Sanabria Valentin	Associate Program Director	Member

CLASSIFIED STAFF COMMITTEE:

NAME	TITLE	COMMITTEE STATUS
Tony Balkissoon	Vice President & Executive Counsel	Chair
Mark Flower	Vice President for Fin. & Admin.	Member
Laura Ginns	Vice President for Public Affairs and Strategic Initiatives	Member
Brian Kerr	Vice President for Enrollment Management and Student Affairs	Member
Yi Li	Provost & Vice President for Academic Affairs	Member
Robin Merle	Vice President for Institutional Advancement	Member
Oswald Fraser	Assistant Vice President for Administration	Secretary/Non-Voting Member
Gabriela Leal	Chief Diversity Officer	Non-Voting Member
Donald Gray	Labor Designee	Non-Voting Member
Yaroslav Rogovoy	Security Systems and Fire Safety Specialist	Member
Douglas Toppin	Deputy Director of Client Services	Member

MEETING SCHEDULE & SUBMISSION DEADLINE FOR AY 20 – 21

MEETING DATE	SUBMISSION DEADLINE
Tuesday, June 22, 2021	Monday, June 14, 2021
Tuesday, August 3, 2021	Monday, July 19, 2021

DOCUMENTS TO BE SUBMITTED FOR ACTIONS TO BE CONSIDERED BY THE RESPECTIVE COMMITTEES ARE AS FOLLOWS:

ACTION TYPE	REQUIRED DOCUMENTS	CLASSIFICATION
Appointment (Including Substitute)	-Justification - Approved Position Request Form -Current Resume -Current & Proposed Org. Chart -CDO's Approval	HEO Series
Reclassification (Reorganization)	-Justification. -Current Resume. -Current & Proposed Org. Chart. -Current & Proposed Job Description. -Current Performance Evaluation.	HEO Series
Reclassification (Employee or Supervisor) *	- Application for Reclassification . -Justification memo. -Current Resume. -Job description of current duties highlighting difference from initial appointment -Job description at the time of appointment.	HEO Series

	-Current and proposed org charts. -Current Performance Evaluation. -Any other document (s) to support request.	
Functional Title Change	-Justification. -Current Resume. -Current & Proposed Org. Chart. -Current & Proposed Job Description.	HEO Series
Salary Differential*	- Application for Assignment Differential for HEO Series Employees. -Justification. -Any other document(s) to support the request.	HEO Series
Merit Increase	-Justification. -Current Resume. -Current Job description. -Current Performance Evaluation.	HEO Series
Level Movement	-Justification. -Performance Evaluation within the most recent 6 months.	Classified Staff
Merit Increase	-Justification. -Evaluation within the most recent 6 months.	Classified Staff

N.B. The attached [HEO/Classified Staff Committee Action Request Form](#) must be submitted for all actions, except those denoted by *

If you have any questions, do not hesitate to contact me at ofraser@jjay.cuny.edu

Attachment

cc: Divisional Vice Presidents
Committee Members