



Minutes

Higher Education Officers Council Executive Committee April 24, 2015 1:30 PM

Members Present: Inez Brown, Janice Carrington, Sandrine Dikambi, Michele Doney, Nikki Hancock-Nicholson, Linda Mitchell, Kevin Nesbitt, Tiffany Onorato, Michael Scaduto, Janet Winter

Members Absent: Nancy Marshall, Rosann Santos-Elliott, Johanna Whitton

Call to Order & Adoption of Agenda: The meeting was called to order at 1:47 PM. A motion was made and seconded to adopt the days' agenda as presented. Motion carried.

Approval of Minutes: No minutes were available. Minutes will be distributed for approval via email.

Announcements & Reports:

Elections: A call for nominations has been sent, and the deadline for nominations has now passed. Mr. Whitton has the names of the nominees, and Ms. Brown will prepare ballots as soon as she gets those names from Ms. Whitton.

Quality of Life: In Ms. Marshall's absence, Ms. Winter reported that Institutional Research is still reviewing the survey, but it will be distributed as soon as IR approves it.

Treasurer's Report: No money has been spent since the last EC meeting, so there has been no change to the Treasurer's Report. Ms. Carrington shared her proposed menus for the Summer Soiree. There was some discussion about moving the event off campus, such as a bowling outing or a trip to an area restaurant or bar. Ms. Carrington and Ms. Hancock-Nicholson will work together on this. It's not clear what the procedure is for paying for an off-campus event. Whatever form the soiree takes, Ms. Carrington cautioned the group against spending all of our money on food. One idea would be to purchase the flash drives the Membership Committee wants.

PSC HEO delegates report: Ms. Winter and Ms. Doney attended a Labor-Management meeting on April 22. Among other agenda items was the lifting of the moratorium on discretionary ("merit")

increases, and the administration's plan for awarding them. The faculty delegates objected to merit increases on various grounds and proposed alternatives such as putting the \$25K allocation toward workload mitigation. The administration was not receptive to their input. The administration shared its plan for awarding discretionary increases for HEOs, which is basically to let the Vice Presidents decide, with input from their directors. Ms. Doney and Ms. Winter expressed their concern that several weeks went by after the plan for faculty was announced with no similar announcement regarding HEOs. They presented their alternate plan, which involves awarding discretionary increases based not on merit, but on equity, favoring HEOs who have been adversely affected by the lean budget environment we've experienced in the past several years. Specifically, HEOs whose workloads have increased because of HEO vacancies or CA cuts in their departments, or HEOs who were hired at lower salaries than would have been offered to them in healthier budget years. The administration indicated they found this proposal constructive and requested that it be submitted in writing for their further consideration. SVP Pignatello does not know whether HEOs can use the HEO Labor-Management Committee to self-nominate for discretionary increases, but he will find out and get back to us.

HEO Screening Committee: There has been no further discussion about revisiting our current representation on the HEO Screening Committee. At the most recent PSC-John Jay Labor Management Committee, the administration indicated there will be a HEO Screening Committee meeting on May 14 to determine merit increases. Our current representative, Bill Pangburn, was not notified and will be on annual leave that week. Ms. Dikambi will reach out to Marjorie Singer to see if the meeting can be rescheduled or if we can send a substitute.

Member at Large Vacancy: Mr. Nesbitt will be taking over as College Council alternate. Ms. Dikambi and Ms. Hancock-Nicholson will reach out to the person with the next largest number of votes.

CWAC: Still no replacement for Maureen Coyle. Ms. Dikambi will reach out.

CSAC: Howart Francis informed Ms. Doney that he is no longer getting the meeting notices for CSAC and he suspects he has been dropped from the committee. A HEO from the Bursar's Office seems to have been added to the committee who did not come through the HEO Council. Ms. Winter indicated that CSAC has reduced its HEO representation from three to two, and that there is a requirement that a certain number of representatives be female. Ms. Dikambi or Ms. Winter will investigate.

Governance Forum: Yesterday was the Governance Forum, where President Travis, Bill Kelly (former Interim Chancellor and former President of the CUNY Graduate Center), and Frederick Schaeffer (CUNY Senior Vice Chancellor and General Counsel). SVC Schaeffer's comparative report on CUNY governance shows, among other things, that the main governance body on most other CUNY Campuses does not include HEOs. In their presentations, both Mr. Kelley and Mr. Schaeffer stressed the importance of encouraging participation in governance and removing obstacles to that participation. Ms. Doney was among several HEO Council members present, and she asked them for their feedback on the common complaint among HEOs that their workloads preclude participation in governance or their supervisors will not allow it. Their response was that John Jay's current governance review process is meant to uncover those types of problems, but ultimately each institution has to decide for itself who should participate in governance and how. President Travis acknowledged that so far, the focus of the governance review process has been solely on faculty, but that he planned to reach out to the HEO Council and Student Government in the fall semester. Ms.

Brown suggested that a question about barriers to participation in governance be added to the Quality of Life survey.

As part of the governance review process, there is currently a survey out to fall faculty and staff asking them to indicate all of the committees to which they belong so the college can build a Compendium of Committees. HEOs are encouraged to complete the survey.

Adjournment: The meeting was adjourned at 2:50 PM

HEO Council Budget 2014-2015				
Date	Vendor	Allocation	Expenditure	Balance
		\$4,200.00		
8-Oct-14	MBJ Food Order		\$280.00	\$3,920.00
21-Nov-14	MBJ Food Order		\$280.00	\$3,640.00
12-Dec-14	Food Order for Christmas Party		\$500.00	\$3,140.00
12-Dec-14	Wine ordered for Xmas Party		\$53.90	\$3,086.10
5-Mar-15	MBJ Food Order		\$242.50	\$2,843.60

Whole Foods order

Approved Allocation	-	\$1800.00		
Signature Sandwich Platter	-	\$109.99 (Serves 18)	-	\$770.00 (10)
Naanwich platter	-	\$79.99 (serves 18)	-	\$160.00 (2)
Southwestern salad	-	\$34.99 (serves 18)	-	\$105.00 (3)
Spinach and Feta stuffed mushrooms	-	\$12.99 (serves 8)	-	\$182.00 (14)
Shrimp Cocktail platter	-	\$64.99	-	\$64.99
Patisserie Platter	-	\$39.99	-	\$120.00 (5)
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Corner Café

Mini sandwiches	- \$5.00 each	\$500.00 (to serve 100)
Includes Grilled Portobello with Wasabi Mayonnaise		
Smoked Turkey, Muenster Cheese & Lemon Mayonnaise		
Flounder Fillet with Dill Mayonnaise		
Fresh Mozzarella & Tomato with Olive Tapenade		
Room temperature Hors D'Oeuvres	- \$24.00 (per doz.)	\$288.00 (to serve 100)
Roast Corn & Goat Chees		
Quesadillas	- \$24.00 (per doz.)	\$288.00 (to serve 100)
Cocktail Quiche	- \$24.00 (per doz.)	\$288.00 (to serve 100)
Large Fruit and Cheese Board	- \$165	\$165.00 (to serve 50)
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		\$1529.00
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CORNER

café & bakery

hors d'oeuvres

NIBBLES AND DIPS

available plattered for an additional \$15

- Cumin-Toasted Almonds \$10 per bowl
- Lavash Crisps \$6 per box
- French Olive Tapenade \$20 per pound
- The Best Salsa \$10 per pound
- Hummus \$10 per pound
- Guacamole \$14 per pound
- Tortilla Chips \$5.99 per bag
- Parmesan Straws \$24 per dozen

ROOM TEMPERATURE HORS D'OEUVRES

available plattered for an additional \$15

- Apricot-Ginger Chicken \$24 per dozen
- Grilled Portobello Bruschetta with Wasabi Sauce \$24 per dozen
- Shrimp with Cilantro Pesto Dipping Sauce \$30 per dozen
- Skewered Shrimp in Citrus Aioli ... \$30 per dozen
- Rosemary-Glazed Shrimp \$30 per dozen
- Smoked Trout/Horseradish Coins \$24 per dozen
- Prosciutto and Fig-Butter Triangles \$24 per dozen
- Fajitas: Chicken, Beef, or Roast Vegetable \$24 per dozen
- Smoked Salmon Pinwheels with Cucumber and Dill \$24 per dozen
- Eggplant Pinwheels with Roasted Peppers, Mozzarella & Pesto \$24 per dozen
- Roast Beef Pinwheels with Olive and Tapenade \$24 per dozen
- Smoked Turkey Pinwheels with Arugula and Tomato \$15 per dozen
- Blackened Salmon Brochettes \$24 per dozen
- Summer Rolls \$24 per dozen
- Deviled Eggs \$24 per dozen
- Grilled Pineapple Skewers with Peanut/Coconut Sauce \$24 per dozen
- Chicken Finger Lollipops with Honey Mustard Sauce \$24 per dozen

HOT HORS D'OEUVRES

- Miniature Ham Biscuits with Maple-Mustard Butter \$24 per dozen
- Maryland Seafood Cakes \$24 per dozen
- Cheddar/Bacon Bites \$24 per dozen
- Jalapeño "Poppers" \$24 per dozen
- Beef and Caramelized Onion Phyllo Purses \$24 per dozen
- Roast Corn and Goat Cheese Quesadillas \$24 per dozen
- Cocktail Quiche \$24 per dozen
- Spring Rolls \$24 per dozen
- Chicken Satay \$24 per dozen
- Pigs in a Blanket \$24 per dozen

SANDWICHES

available plattered for an additional \$15

- Cocktail Sandwiches \$42 per dozen
- Rare Roast Beef with Fricized Onions
- Best Turkey Club
- Ham and Cheddar with Smoked Bourbon Mustard
- Mini Sandwiches \$5.00 each
- Roast Chicken with Chive Mayonnaise
- Grilled Portobello with Wasabi Mayonnaise
- Smoked Turkey Wurstler Cheese & Lemon Mayonnaise
- Roast Beef; Fricized Onions & Mustard Mayonnaise
- Flounder Fillet with Dill Mayonnaise
- Fresh Mozzarella & Tomato with Olive Tapenade
- Meatloaf with Russian Dressing
- Tuna Salad
- Ham & Swiss on Lightly Buttered Roll
- Smoked Salmon & Cream Cheese (\$5.95 each)

TEA TIME

- Tea Sandwiches \$24 per dozen
- Roast Chicken with Chive Mayonnaise
- Smoked Turkey on Homemade Apricot Cherry Bread
- Cucumber, Radish and Mint Butter
- Tuna Salad
- Egg Salad
- Mini Muffins & Scones \$18.00 per dozen

DESSERTS

- Chocolate/Raspberry Tartlettes \$24 per dozen
- Cream Puffs with Grand Marnier Cream \$24 per dozen
- Cocktail Whoopie Pies \$24 per dozen
- Lemon Curd Tartlettes \$24 per dozen
- Chocolate-Dipped Strawberries \$24 per dozen
- Mini Assorted Cookies \$24 per pound
- Brownie Bites \$24 per dozen
- Thimble Cupcakes \$24 per dozen
- Rocky Road Briquettes \$24 per dozen
- Cocktail Black and White \$24 per dozen
- Assorted Cookie & Bar Bites \$24 per dozen

CENTERPIECES

- Fruités, our version of a traditional fruit platter**
- Small (serves 15) \$60
- Large (serves 25) \$100
- Crudités, an attractive assortment of vegetables accompanied by dipping sauce**
- Small (serves 15) \$55
- Large (serves 25) \$75
- "Open House" Spinach Dip**
- In a Pumpnickel Bowl \$75
- "Bridge Club" Smoked Trout Dip**
- In a Sourdough Bowl \$85
- Cheese and Fruit Centerpieces**
- Garnished with Fruit and Crackers.
- Bacon/Blue Cheese "Torte"
 - Small (serves 20) \$65
 - Medium (serves 35) \$90
 - Large (serves 60) \$140
- Cheese and Fruit Board
- Assortment of Cheese, Fruit, Bread and Crackers
 - Small (serves 15) \$90
 - Large (serves 30) \$165

Most items require at least 48 hours advance notice. All items are subject to availability.