



**Meeting Minutes**  
**Higher Education Officers Council**  
**Executive Committee**  
***Thursday, October 30, 2016 2:00 PM***

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2 **Members Present:** Sandrine Dikambi, Janice Carrington, Makeda Jordan, Kevin Nesbitt, Johanna  
3 Whitton, Janet Winter, Katherine Outlaw, Nancy Marshall.

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5 **Guests:** Rosann Santos-Elliott, Michael Scaduto

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7 **Members Absent:** Michele Doney, Inez Brown

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9 **Call to Order & Adoption of Agenda:** The meeting was called to order at 2:10 PM by Ms.  
10 Sandrine Dikambi. A motion was made and seconded to adopt the days' agenda as presented. Motion  
11 carried.

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13 **Old Business:**

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15 HEO Council Budget: Ms. Carrington discussed last year's spending cost for Council. It totaled \$15  
16 per person. She asked for feedback from Council on how to utilize budget moving forward and what to  
17 do with the remaining \$1000 from the party. With very little feedback the Executive Committee made  
18 a decision to purchase leadership books. A loan program will be developed where HEO's can take  
19 books out. In addition Rosann Santos- Elliott, from Student Affairs will conduct a Strength's Quest  
20 presentation. Ms. Carrington also requested a budget increase from \$15 per HEO staff to \$18 per HEO  
21 person. She also decided to save by cutting back on food.

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23 **New Business:**

24 Some vacancies need to be filled. Linda Mitchell resigned. A special election is needed to fill her at  
25 large position and other vacancies. Send email to elections committee for volunteers and  
26 nominations.

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28 **Elections Committee:** Nominations will be accepted for all positions. Please send nominations  
29 directly to the Chairperson. Send emails to [mjordan@jjay.cuny.edu](mailto:mjordan@jjay.cuny.edu) for Recruitment members.

30	Results of College Council Elections:	
31	Janet Winter	111
32	Katherine Outlaw	106
33	Naomi Nwosu	101
34	Nancy Marshall	93
35	Kevin Nesbitt	91

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37 Kevin Nesbitt is out and leaving the college.

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39 **Report on Quality of Life Committee**

40 Nancy Marshall discussed Quality of Life Committee sent out survey to all HEO's at the college.  
41 Katherine Outlaw noted as of today a total of 59% completed survey. The survey is still available. The  
42 committee urges all HEO Council members to complete survey.

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44 **Report on Crime**

45 Each year Public Safety conducts report on campus crime. Email any questions about the findings or  
46 questions about the survey to the chairperson.

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48 **PSC Update**

49 Jeff Brown attended the Rally. He said it was well attended by CUNY employees.

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51 **Report on College Budget**

52 Michael Scaduto reported on the college wide Budget Planning Committee. The report was not good.  
53 The college is in a major deficit. The college deficit a year out is 9 million dollars. This is due in part  
54 to the phasing out of the Associate degree programs and the lack thereof an increase in Graduate  
55 enrollment. Efforts are being made by the college to combat deficit and to help the institution end the  
56 year with a result of a surplus.

57  
58 For example:

- 59 -Cuts to College Assistant Budget
- 60 -Hiring freeze on Non-Teaching positions and Faculty
- 61 -Cutting Adjunct positions
- 62 -Not replacing vacate position in general

63 Proposal from University:

- 64 -Increase online classes
- 65 -Creation of Weekend College
- 66 -Virtual Passport Program
- 67 -Senior administration writing proposals for grants
- 68 -Further consultation is needed

69  
70 Further discussion:

- 71 - Justification is needed for hiring replacements at the college
- 72 -Another cut expected to CA's
- 73 -John Jay College is the worst off out of all the senior colleges due to drops in enrollment
- 74 - 2% (PSC- CUNY HEO) increase is included in 2016-2017 budget.

75  
76 Question: Can HEO Council make recommendations to the Budget Planning Committee on saving?

77 Response: Faculty Senate is a unified body and HEO staff is not. HEO's must get a unified voice and  
78 demand answers.

79 Additional Suggestions: CUNY makes allocations in July but we do not get allocations until October.  
80 The departments must work to get allocations soon to make better decisions with funds they have.

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