



Minutes

Higher Education Officers Council Executive Committee December 5, 2014, 3:00 P.M

Members Present: Inez Brown, Michele Doney, Nikki Hancock-Nicholson, Nilsa Lam, Linda Mitchell, Kevin Nesbitt, Tiffany Onorato, Rosann Santos-Elliott, Michael Scaduto, Johanna Whitton

Members Absent: Janice Carrington, Sandrine Dikambi, Nancy Marshall, Janet Winter

Call to Order & Adoption of Agenda: Ms. Hancock-Nicholson called the meeting to order at 1:41 PM. The agenda was amended to indicate that in Ms. Dikambi's absence, Ms. Hancock-Nicholson would be presiding. A motion was made by Mr. Scaduto and seconded by Ms. Santos-Elliott to accept the day's agenda, as amended. Motion carried.

Approval of Minutes: Minutes from October 24 were amended to indicate that the motion made to draft a letter to President Travis regarding the lack of a union contract was made by Ms. Brown. A motion was made by Ms. Santos-Elliott and seconded by Mr. Scaduto that the minutes be approved as amended. Motion carried.

Announcements & Reports:

Ms. Santos-Elliott drew the group's attention to the Spotlight newsletter that is now being produced by Student Affairs. In the next newsletter, there will be information about changes to orientation. Currently orientation is a separate event that takes nearly a full day. Going forward, there will be multiple orientation events that take place on the same days as registration days. June 6 is the first one.

Treasurer's Report: Ms. Brown gave the report in Ms. Carrington's absence. The budget for the holiday party is \$500 and will mostly cover food. There will be a variety of mini-appetizers and desserts. They are still working on how to purchase wine, but it will definitely be there!

Committee Reports:

Quality of Life Committee: Ms. Marshall submitted her report via email (attached), which primarily covered planning for the upcoming holiday party. Some discussion followed. So far, 55 HEOs have RSVPed that they are coming, with another 20 who are tentative. Ms. Santos-Elliott will check to see if Student Affairs can supply linens, and Ms. Brown suggested we use the high-top tables instead of

the usual rounds, because standing up will encourage people to mingle. Ms. Whitton will bring a DVD of the yule log which we can project on a screen. Various members indicated their departments could donate door prizes for a raffle. Ms. Brown will supply the tickets.

Elections: Ms. Brown is working on automating the Spring 2015 elections so we can move away from paper balloting.

Charter Review: Ms. Mitchell will be meeting with Ms. Dikambi to discuss what the activities of this committee should be this year. Ms. Doney has a draft of the HEO Handbook written and will work with Ms. Mitchell to finish it.

Budget: Mr. Scaduto needs more committee members before this committee can do very much.

There was some discussion on how to increase membership on the various committees. One possibility would be to have committee descriptions and sign-up sheets at the holiday party. There was some discussion as to whether the various committee chairs should be given posting access to the HEOCOUNCIL listserv so they can do their own direct outreach to HEOs. There was general consensus that it is better to submit items to the corresponding secretary for distribution.

Old Business:

Goals for this year: Ms. Hancock-Nicholson began the discussion by reviewing some of the goals that were generated at the executive officers' working lunch in July:

Networking with other CUNY HEO bodies: This could be a goal to begin in the spring.

College Council standing agenda item for HEO Council announcements: This was discussed in a previous EC meeting, where Rulisa Galloway-Perry came to help us learn more about the governance process on campus. Her recommendation was not to become a standing item, but rather to request to be on the agenda during only those meetings when we know we have something to announce.

Amending the John Jay Charter to reflect changes in the HEO Council charter. The description of the HEO Council in the John Jay Charter no longer matches our new structure. In his recent State of the College speech, President Travis indicated there may be changes to the college's governance structure soon which will prompt charter review anyway, so we will wait for that and propose our amended language as part of that process.

HEOs on the Hudson: This idea was originally proposed by Peter Dodenhoff and involves HEOs meeting during their lunch hour to walk on the walking train along the Hudson River. Spring would be the obvious time to launch this. Quality of Life and Membership committees will work on this together.

Convertible/Standing Desks: Since most HEOs have sedentary jobs and sitting all day is unhealthy, it would be good if the college made convertible or standing desks available to HEOs who feel they would benefit from them. Ms. Santos-Elliott noted that Vice President Cook-Francis had a treaddesk at Arizona and might be a natural ally for a pilot program here. The desks are pricey and this may be a very hard sell in bad budget times. We need to start by doing research and coming prepared with data. Next, we can ask that this summer's Bravo event include vendors bringing ergonomic office furniture and standing/convertible desks for employees to see and try out. Ms. Doney has already

begun collecting information about convertible/standing desks and the dangers of prolonged sitting and will continue to do that research to prepare for next steps.

Motion: That we will email Kevin Hauss and Diana Lopez to let them know we have an idea for summer Bravo and to ask how we get it included. Moved by Ms. Brown and seconded by Ms. Santos-Elliott. Motion carries.

Toastmasters: Although the representatives that Toastmasters sent to our May meeting were not the best, the general idea of starting a chapter on campus is still a good one and should go forward. There was some discussion as to whether it might be just as good to recruit an instructor from the communication department to coach people in public speaking, but it was clarified that Toastmasters is an ongoing thing that allows people to grow and improve with time, and that it might be challenging to get a public speaking instructor to agree to that. Ms. Santos-Elliott will come up with a plan to move forward, which will be ready by January 30.

HEO Handbook: It was suggested that we develop a fun “handbook” to help new HEOs get acclimated to John Jay. This might be in addition to the larger HEO handbook already in the works and would be meant as more of a fun piece to help new HEOs with all aspects of adjusting to being at John Jay, rather than just focusing on our role in governance. This could be something the Membership Committee could do, but the discussion also led to the idea of possibly forming a Communications Committee for this type of project.

New Business:

It was suggested that EC meetings should be rotated throughout the days of the week so they are not always on Fridays. It was also suggested that the format for meeting minutes be changed to draw attention specifically to action items and deadlines.

Quorum at business meetings: We are barely making quorum at our business meetings. Ms. Hancock-Nicholson will reach out to elected representatives who have not attended either meeting. Part of the problem may be that because of the charter vote, the nomination period for elections was extremely short. Nominees who were slow to respond were told their names would go on the ballot if they did not decline by the deadline. At least one of those people won, and may not have intended to serve. There was general consensus that in the future, nominees must formally accept no matter how short the nomination period may be, and anyone who does not respond will simply lose the opportunity to serve.

In addition, it is not always easy to tell who in the room is a member and who is not, which makes it harder to determine quickly if a quorum is present and who can and cannot make motions and vote. Ms. Whitton will make placecards for elected representatives and bring them to each council meeting.

Special Meetings vs. Business Meetings: There was some discussion regarding how much of a business meeting should be taken up by guest speakers. While having SVP Pignatello at our November meeting was extremely valuable and enlightening, because we have only four business meetings per year, giving up an entire meeting for a guest means losing fully a quarter of our ability to do HEO Council business. Last year during the charter review process, there was general consensus

that the four scheduled regular meetings should be preserved as business meetings, but that special meetings can and should be called in order to create time for speakers relevant to HEOs.

Town Hall Meetings: The committee that plans town hall meetings includes representation from the administration, the Faculty Senate, and the Student Council, but not the HEO Council. Ms. Dikambi and Ms. Hancock-Nicholson will contact VP Cook-Francis to speak to her about the possibility of including HEOs in the planning of those meetings.

Adjournment: The meeting was adjourned at 2:58 PM.