



**Minutes**  
**Higher Education Officers Council**  
***Wednesday, November 4, 2015 2:00 PM***

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2 **Call to Order & Adoption of Agenda:** The meeting was called to order at 2:15PM by  
3 Ms. Sandrine Dikambi. Quorum was not met.

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5 **Old Business:**

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7 **Elections Committee:** Inez Brown stated Elections Committee will hold a special  
8 election next Friday for the HEO at Large position. Nominations are still being accepted  
9 until the end of the week. Check your mailboxes for ballots.

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11 **Budget Committee:** Janice Carrington not in attendance. Inez Brown spoke on her  
12 behalf on the budget. She stated we received a slight increase in the HEO Council budget  
13 for the year. The budget increased 20% from \$15 to \$18 per HEO. The budget total is  
14 \$5040. Most of the budget funds will cover professional development for HEO staff and  
15 this includes workshops and workshop facilitation. Strengths Quest will be offered to  
16 HEOs by Rosann Santos-Elliott. Spread the word registration is now open.

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18 **New Business:**

19 Makeda Jordan stated Membership Committee is in need of members. Inez Brown  
20 reiterated the need for members on all committees. Committee description sheet shared  
21 with council.

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23 **Report on Quality of Life Committee**

24 The Quality of Life Committee preliminary survey results were shared and reviewed by  
25 Dr. Suzanne Riela from the Office of Institutional Research. Participation rate was 63%  
26 of all HEOs. Five percent of the population didn't know what division they worked in.  
27 HEO's seemed to be happy to work at the college but complained of large workload and  
28 demand. After review of results the council suggested the Quality of Life Committee  
29 provide feedback on the survey to OIR. Some edits are needed. Asked do we know what  
30 we want to include differently from data collected for 2<sup>nd</sup> survey? Also asked are Italians  
31 separate from Hispanics in demographics? Asked not to mix up question styles from

32 agree/disagree to disagree to agree can be confusing. The survey is available for HEOs to  
33 review. Contact committee chair.

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35 **Further discussions:**

36 -Overtime: We work over time but do not have time to use it. Do we fill out comp time  
37 forms? Who gets paid for comp time?

38 -HR: Interim Director is Raj Singh.

39 -Benefits information is learned through supervisor not just HR. The HR office directly  
40 is not up to date.

41 -Finding time to meet for Council is a problem we must address. Very difficult to meet

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43 Professional Development: Union gives up to \$3000 for professional development  
44 through PSC-CUNY.

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

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48 **HEOs Present (Members and Other HEOs):**

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Ricardo	Anzaldua
Lorraine	Belasco
Elizabeth	Broccoli
Inez	Brown
Malaine	Clarke
Stephanie	DiBrienza
Anila	Duro
Jarrett	Foster
	Hancock-
Nikki	Nicholson
Makeda	Jordan
Katherine	Killoran
Jennifer	Lorenzo
Nancy	Marshall
Joseph	Moretti
Naomi	Nwosu
Yvonne	Purdie
Janet	Rubel
Alena	Ryjob
Michael	Scaduto
Betty	Taylor
Sumaya	Villanueva
Johanna	Whitton
Barbara	Young

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