

HEO Professional Development Day

Hosted by the HEO Steering Committee

Monday 5/23/16 9:30am – 2:30 pm. 1C-Green Dolphin Lounge

Final Schedule:

- 9:30 – 9:50: Check-in & Refreshments
- 9:50 – 10:00: Welcome Remarks, Mary Murphy & Warrick Bell, Co-chairs
- 10:00 – 10:30: Session 1 – Meet our Upper Administration
- 10:30 – 11:30: Session 2 – Getting to know the HR Side of Things
- 11:30 – 11:45: Break
- 11:45 – 12:15: Session 3 – Getting to know our HEO Committees
- 12:30 – 1:30: Light Lunch in Park Café
& Getting to know HEOs with Alan Hoffner
- 1:30 – 2:15: Session 4 – Getting to know our Professional Staff Congress Union
- 2:15 – 2:30: Closing Remarks, Raffle, Surveys

Sessions:

1. **Meet the Upper Administration: President Fritz & Ken Iwama**
 - Address HEO concerns
 - Q&A

2. **Getting To Know The HR Side Of Things: Hope Berte & Team**
 - 133B
 - Evaluations
 - Reclassification
 - Leave
 - Retirement
 - Taking Advantage of Professional Funds
 - CSI Grant
 - CUNY Grant
 - Tuition Waivers
 - Training and Development events
 - Q&A

3. Getting To Know Our HEO Committees (Panel Discussion)

- HEO Steering Committee
- HEO Screening Committee
- HEO Labor Management Committee
- Bylaw Committee and HEOs
- Benefits of being a HEO

4. Getting To Know Our Union & PSC-HEO Chapter: Andrea Vasquez, Cross Campus Officer

- Union rights and responsibilities
- Contract Updates
- Understanding the HEO handbook
- Q&A

Open Topics (if we have free time):

- HEO Concerns
- Topics for Next Year
- HEO Achievements

This program was organized by the HEO Steering Committee in collaboration with the Office of the President, Office of Human Resources and the PSC (Professional Staff Congress).