

HEO Executive Board Meeting  
February 23, 2009  
Minutes

Members present: Michael Scaduto, Marva Lilly, Sandra Palleja, Sylvia Lopez, Katherine Killoran, Janice Carrington, Nancy Marshall, and Nilsa Lam

The HEO Executive Board meeting is called at 12:10PM and adjourned at 12:25PM by Secretary Nilsa Lam.

**Housekeeping Items**

Nilsa Lam commenced the meeting by pointing out the need to come up with an agenda for the March 19, 2009 HEO Council meeting. The first three items on the agenda are the Elections Committee volunteers, nominations for the College Council, and the announcement of the HEO Screening Committee volunteer. As discussed in the previous meeting, there will be five members on the Elections Committee who will not run for office that year. The duty of the Elections Committee is to count the votes for elections open to the HEO Council members.

Nilsa Lam also will suggest that President Carina Quintian to update the members on the budget and strategic planning.

Kathy Killoran pointed out that there was a General Education Report issued recently that we can bring it to the members' attention. The College Council will vote on the Task Force's recommendations on March 27, 2009.

In planning ahead, we will also ask the members on what type of training and workshops they would like to see in the future.

Nilsa Lam will consult with Carina Quintian and Dana Trimboli before finalizing on the agenda for the March meeting. We will also have a chance to meet before the March 19, 2009 general HEO Council meeting.

The draft agenda is as such:

1. Nominations for College Council
2. Announcement of Elections Committee members
3. Announcement of HEO Screening Committee member
4. Ideas for future meetings in the fall
5. Budget Updates
6. General Education Report

The next HEO Executive Board meeting is March 11, 2009 at 12PM in room 3143N.