

HEO Executive Board Meeting
March 11, 2009
Minutes

Members present: Carina Quintian, Dana Trimboli, Helen Cedeno, Irene O'Donnell, Michael Scaduto, Sandra Palleja, Inez Brown, Nancy Marshall, and Nilsa Lam

The HEO Executive Board meeting is called at 12:12PM and adjourned at 12:46PM by President Carina Quintian.

Housekeeping Items

The agenda for the March 19, 2009 HEO Council meeting:

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

Nominations for College Council will be taken during the meeting.

Elections Committee members are Paul Giovine, Katie Pszeniczna, Jean Louis, Anila Duro, and Judy Coverdale. Members were selected based on when their email was received. As discussed during the meeting, the HEO Council Secretary will collect the ballot envelopes. All envelopes must have sender information. A date will be designated for the Elections Committee to count the ballots. All ballots will then be returned to the HEO Council Secretary for record keeping.

Board members urged that either Dean Gray or Bill Devine, our HEO Screening Committee representative, announce to the Council that no merit increases will be considered this year. Board members agreed that this announcement was made at the University level and should be announced by them or College executive staff accordingly.

As proposed a stress management/dealing with difficult people (working title) workshop is being planned. We will move forward with planning the details if enough members express interest to attend the workshop.

Carina Quintian will ask Kinya Chandler to give a brief budget update and Carina will provide a brief update on Strategic Planning.

For 15 minutes at the end of the meeting, Amy Green, chairperson of the General Education Task Force and two members will provide a brief information session on the General Education Report.

The next HEO Executive Board meeting is ~~April 3, 2009~~ April 2, 2009 at 12PM in room 3143N.