

HEO Executive Board Meeting  
March 9, 2011  
Minutes

Members present: Carina Quintian, Dana Trimboli, Sylvia Lopez, Helen Cedeno, Irene O'Donnell, Michael Scaduto, Marva Lilly and Nilsa Lam

The HEO Executive Board meeting is called at 12:05PM and adjourned at 1:00PM by President Carina Quintian.

**New items**

The Strategic Planning Committee and the Budget and Planning sub- committee will be meeting next Monday. The document "Master Plan Linked to Institutional Strategies" and "Specific Recommendations" are emailed to the HEO Board.

For the March 18 HEO Council meeting, President Travis will be attending. With the consensus of the Board, these are the three areas the board wishes President Travis will address.

- Budget
- Morale (With the vacancies due to ERI, cuts to the College Assistant budget, and uncertainty of the state budget, HEOs are feeling overwhelmed and morale is low. This was evident from a recent employee engagement survey.
- Workload and Performance Expectation (With less staff and resources, how will it affect HEO performance evaluation and expectation? For supervisors, do we keep subpar employees instead of risking letting them go possibly with no replacement?)

The following is the proposed agenda for March 18.

- Welcome
- Approval of November 5, 2010 minutes
- President Travis