

HEO Executive Board Meeting  
October 15, 2008  
Minutes

Members present: Carina Quintian, Dana Trimboli, Michael Scaduto, Nancy Marshall, Irene O'Donnell, Marva Lilly, Inez Brown, Janice Carrington, Helen Cedeno, Nilsa Lam

**Agenda for first HEO Council meeting**

Agenda items included for the first HEO Council meeting will be as follows:

1. Welcome
2. Approval of March 20, 2008 HEO Council meeting minutes
3. Introduction to elected members/roles of membership
4. Update on Budget Committee (Kinya Chandler)
5. Update on Strategic Planning Committee (Carina Quintian)
6. Discuss mission statement changes, the new election committee and amendments to the HEO Charter
7. Labor Management (Union Representative – Peter Zweibach)

We also agreed as a group that light lunch should be provided at all our HEO Council meetings. Nilsa Lam will email the agenda and March 20, 2008 minutes, along with the summary of the Human Resources presentation to HEO members before the October 20, 2008 HEO Council meeting. She will also prepare a “how to login to Blackboard” for the general membership.

**HEO Charter**

The board discussed amendments and implementation details of the new Elections Committee will be completed by November 18, 2008. Irene O'Donnell and Rulisa Galloway will be the prime individuals writing the amendments and submitting it for review. All “ex-officio” will be changed to “alternate”. Charter amendments also include the elected term of two years for all members. The members on the Election Committee cannot be nominated for any HEO Office. A HEO member must also be selected to the HEO Screening Committee. President Quintian will also begin discussion with President Travis on the Labor Management Committee and members who will staff the committee.

**Events for the Future**

The board agreed that the HEO Orientation should be planned at a later date during the semester in the future. President Quintian proposed a presentation by the Human Resources department (Dean Gray or his designee) on HEO Evaluation possibly at our next HEO Council meeting.