

HEO Executive Board Meeting
January 30, 2009
Minutes

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

The HEO Executive Board meeting is called at 3:12PM and adjourned at 4:02PM by President Carina Quintian.

Housekeeping Items

President Travis will attend the April meeting instead of March.

To ensure that we have enough budget to cover the events we have planned for this semester, we will scale back on the food ordered for our general meetings in March and April (instead of sandwiches, we will have cookies and fruits). This will allow us to have enough funds to cover the meet and greet in June.

HEO Screening Committee

After reaching a tie vote for two of the six volunteers, Sandra motioned to have the Executive Board vote on the name to be submitted to President Travis. The Executive Board voted unanimously on William Devine to be the person recommended to President Travis for the HEO Screening Committee. The board will wait for President Travis' response to the recommended name.

Elections Committee

In preparation for the annual vote for the College Council positions, an email will go out to all HEO members to solicit volunteers for the Elections Committee. This committee will consist of five members who will not run for office for that year. The duty of the Elections Committee is to count the votes for elections open to the HEO Council members. For this year, the Elections Committee will be responsible for the College Council elections process.

Other agenda items for March meeting

Nominations for the College Council Representatives will be held in the March HEO Council meeting.

Dana will also ask Ma'at about a mini workshop about working with difficult people for March.

Agenda items for the summer/fall 2009

Suggested mini training/workshops include dealing with stressful situations; evaluation writing; pension plans; business/management writing; and small group meetings.

Depending on our next year's budget, we may also consider hiring a DCAS trainer for specific training topics.