

**MINUTES OF THE EXECUTIVE BOARD  
OF THE COUNCIL OF HEOS**

**Thursday, May 8, 2007**

**Opening:**

This meeting of the Executive Board of the Council of HEOs for the 2006- 2007 academic year was convened by Irene O'Donnell, President, at 12:10 PM in room 610T.

**Members Present:**

Members in attendance were Irene O'Donnell, Rulisa Galloway-Perry, Kinya Chandler, Bill Devine, Herb Johnson, Debra Parker, Dana Trimboli and Carina Quintian.

**Approval of Minutes**

Minutes for the meeting on March 14, 2007 were unanimously approved.

**Announcements**

The second HEO Orientation has been rescheduled for June 22, 2007 in room 630T.

The second annual HEO Meet & Greet Luncheon is scheduled for June 14, 2007 in room 630T.

**New Business**

The Executive Board began discussing the draft of the proposed charter revisions. The members present unanimously agreed that we should change the council name to the Higher Education Officer Council.

We then moved on to review the preamble. Upon review, we identified a need for a mission statement separate and apart from our charter. The mission statement should be drafted by the Executive Board and put forth for consideration by the council at large.

The goal of the Board is to have a draft of a new charter ready for review by June 30, 2007. This would allow the new council board to have it in place for voting in the Fall, 2007 semester. We agreed that we will use the chart structure that Counsel Maldonado is using for the college charter revision process.

The Board discussed a need for increased representation in the Executive Board of the College Council. We currently have one seat on the Executive Board, but there should be an additional seat to ensure adequate representation. President O'Donnell will prepare a memo to Mayra Nieves requesting that this recommendation be submitted to the College Council.

**Agenda for the Next Meeting**

Announcement of election results and charter revision discussion.

**Adjournment**

Meeting was adjourned at 1:50 PM by Irene O'Donnell. The next general meeting will be at 12:00 PM on Tuesday, June 5, 2007 in room 610T.

Minutes submitted by: Kinya Chandler

Approved by: Executive Board

APPROVED