• Week’s Schedule – The Week That Will Be
  o Tuesday – HEPC in Boise
  o Thursday – CAAP
  o Friday – Library Director Interview

• Agenda for Division Chair Checklist Meeting
  o Library Director Interviews
  o Grant-in-Aid Balances
  o Local/State/Regional/National Reports
  o Stand Ups
  o Spring Enrollment
    ▪ Dual Credit
  o No Division Chair Big Topic Meeting (Dec. 16th)

• Personnel Search Update (Dean & Director Searches)

• Judy – Jerry Gee Report – have we followed the recommendations?

• Bob – Dual Credit – a focus of Thursday’s CAAP meeting

• Personnel Update

• Riverstone Space – Thursday visit – what do we need?

• Holiday Reception – December 17th - BYOB

• Atlas Efficiency Solutions – Judy to share with WFTC

• Policy Revisions – tenure and evaluations

• Flexible Learning Center Assignments – meeting in January?

• Personnel Requests to PC
  o Nursing position (SA) approved pending budget clarification
  o Social and Behavioral Science positions – requested for tenure-track status – were put on hold pending anticipated budget cuts
  o CSC – Linda Lemkau replacement – approved by PC
  o Special Appointment – Maternity Replacement for Sherry Simkins (Mikki Stevens)
- Special Appointment in Business – approved by PC

**Other Items**
- Employee Day – plans for Office of Instruction?
- Spring 2010 Convocations Week – Office of Instruction to Organize?
  - (Pam to check with Wade/HR)
- Faculty Computers – wait list – Pam has resolved