OFFICE OF INSTRUCTION

STAND-UP MEETING

Doug Anderson       Lloyd Duman       Carol Lindsay
Susanne Bromley    Judy Hodge        Paul Manzardo
Lita Burns         Michele Jerde     Max Mendez
Pam Claflin        Jay Lee           Bob Murray
Gayne Clifford

MEETING AGENDA
Tuesday, October 20, 2009
Hedlund Lobby, 8:30 a.m.

1. Week’s Schedule/Events
2. H1N1 Update/Flu Shots Available
3. PC Agenda
4. Load Reports – Please schedule (if you haven’t already)
5. Cancellation Date – December 17th
6. ADA Reports due to Sharon/CEA
7. Division Chairs – Big Topic Meeting Wednesday
   a. 2010 Course Fees
   b. Computer Requests
   c. Budget Planning for FY11
   d. Gonzaga University Transfer Social – Nov. 5th
   e. Local/State/Regional/National Reporting Requirements
   f. Alternate Schedule – Office Coverage
   g. Professional Development Day – December 11th
8. Announcements: