

November 11, 2002

TO: Departmental Executive Officers
FROM: Linda Maxson, Dean
RE: DEO Meeting

Monday, November 18
3:30 - 5:00 p.m.
S401 PBB

NOTE LOCATION CHANGE!

—AGENDA—

1. Della McGrath (Director, Special Assignments, UIF), Michael Kingan (Senior Director of Development, UIF), and Sam Becker (Campus Campaign Chair) re capital campaign
2. Elaine Haddy (Associate Director, Human Resources) and Laura Reed (Director, HR Worklife) re HR workflow approval training
3. New Business from Deans

The remaining fall semester's DEO meetings are scheduled for:

December 2
December 16

THE REMAINING MEETINGS WILL BE HELD IN THE INDIANA ROOM, IMU

NOTE: Only **DEOs** or their **faculty** substitutes are invited to attend DEO meetings.