**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE COMMITTEE MEETING**

**(3.26.2020)**

**Attendance:** (Virtual) Bernard Oliver, Kate Warner,Barbara Radcliffe, Heather Kelley, Eugene Asola, Keith Waugh, Natalie Kuhlmann, and Renee Whitmer, Alma Young, Linda Most, Hoa Nguyen, James Archibald, Ashleigh Stevens, Steve Downey, and Tracy Burch.   
**Approval of Prior Minutes:** The minutes for 3-12-2020 are approved.

**VSU Possible Closure:** Dr. Oliver asked chairs to be prepared for possible closure. He asked them to make arrangements for staff and student/graduate assistants to work remotely if we close. He stated that our students must know that we are available to assist them. Faculty must be flexible with students. Remote workers must have more tasks than answer phone and email. Discussion ensued.

**Budgets & COVID19:** Dr. Oliver reminded everyone of possible budget cuts especially now with the COVID19 stress. He asked that chairs put a hold on all non-essential spending until he talks to the Provost and gives approval to resume. Discussion ensued.

**Concierge Services:** Dr. Oliver asked the chairs to send a list of all faculty, staff, student/grad assistants that may be able to assist with the concierge services.

**Other:**

**Meeting adjourned at 10:30 am**

Respectfully submitted,

Tracy Burch