**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE COMMITTEE MEETING**

**(4.2.2020)**

**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 3-26-2020 are approved.

**VSU Possible Closure:** Dr. Oliver asked chairs to be prepared for possible closure. The Governor may make an announcement of “shelter in place” today or tomorrow. Then we will need to listen for word from Dr. Carvahal for more instruction of on campus work. 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, Enrollment & 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. He asked the chairs to keep a close watch on enrollment. 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. Discussion ensued.

**Other:**

**Hot Spot Check-Outs:** Dr. Warner asked if there were any available hot spots for those who do not have internet at home or have slow services. Dr. Oliver said that Odum library had order in bulk and are now available for check-out.

**Remote Task Tracker:** Ms. Young stated that she has a task tracker form that she will send to everyone to use during the remote work.

**Mail Services:** Dr. Waugh asked if anyone had a schedule for mail deliveries and pick up. Dr. Oliver stated that he will ask the Provost when he meets with him today and update us.

**Meeting adjourned at 10:40 am**

Respectfully submitted,

Tracy Burch