**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**

**EXECUTIVE COMMITTEE MEETING**

**(9.19.2019)**

**Attendance:** 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, Leon Pate, Corine Myers-Jennings, and Tracy Burch.   
**Approval of Prior Minutes:** The minutes for 8/12/19 are approved.

**Blaze View:** Dr. Most mentioned the issues she is having with the system. Discussion ensued.

**Signing Day:** Dr. Warner announced the date of May 3rd. Discussion ensued.

**V-State Events:** Dr. Warner will meet with Dr. Oliver and set the schedule for those who have volunteered. She will send the schedules out everyone by next Tuesday.

**Cookies with the Dean:** Dr. Oliver would like to hold this event every month. Discussion ensued. Decision made for the first Wednesday of each month. Dr. Warner will be the organizer for these events.

**One Time Spending:** Dr. Oliver handed out a copy of his requests for the COEHS and will attend the Dean’s meeting next week to prioritize the one time spending funds.

**Recurring Costs:** Dr. Oliver asked for any recurring cost that would need to be submitted to the Provost. Discussion ensued.

**Other:**

**Centralized Printing:** Dr. Most asked for an update on this. Discussion ensued. Decision made to ask Becky da Cruz and Sharon Gravett to attend a future meeting to discuss several topics.

**Meeting adjourned at 10:20 am**

Respectfully submitted,

Tracy Burch