

Minutes of the September 3, 2020 Meeting of the CELS Executive Council

Call to Order: A meeting of the College of the Environment and Life Sciences Executive Council was held at 1:30 pm via Webex Teleconference due to in-person meeting restrictions resulting from the COVID-19 pandemic. Members present were Department Chairs Chandlee, Dalton, Gold, Gomez-Chiarri, Mitkowski, Roberts, Savage and Uchida; Associate Deans, Sartini, Sheely, and Thornber; *ex-officio* members Palmer, Silvia, and Wilson; Faculty Secretary Rice was absent. Dean Kirby presided.

Approval of the Minutes: *Dean Kirby will hold off on Approval of May 5, 2020 minutes until Mike Rice has returned.*

Announcements:

1. **Kits for Instructors and Grad TA with F2F classes** - Judy Palmer will have instruction kits for all face-to-face instructors. They'll contain some mask, sanitizer solution, wipes etc. They will be available for pickup Tuesday, Sept 8th in Judy's office in CBLs (Suite 425).
2. **Students in hallways and in between class accommodations for students** There is some recent discussion of using tents - after ruling them out earlier this summer. There is some discussion of controlling the entrance and exit to buildings however not sure how feasible that will be. The key to control will be masking, hand washing and following social distancing guidelines. Dean Kirby will be sending out specific guidelines for non-compliance with mask wearing in the classroom.
3. **Advising** - All advising appointments will be online. They have made all paperwork fillable PDF's. Student Affairs will not offer any walk-in advising. They will utilize Google Chat for drop-in advising Monday through Thursday. They will be sending all of this information out in a welcome letter to the students.
4. **COVID Research plans** - All researchers should make sure that your COVID Safety Plans are in place. Cheryl will be reaching out to those that have not submitted their plans yet.
5. **Temperature readings** - There was QUESTION BY K. PETERSSON IF THEY CAN TAKE TEMPS LIKE THEY DO ON THE BOATS, Dean Kirby will be checking with Health Services.
6. **Ventilation in buildings and need to wear mask in office** - some concern expressed about the HVAC System in CBLs and the routine procedure of reducing airflow at night. Dean Kirby has run this up the chain and expects to hear something back.
7. **Administrative support staff will continue to work remotely** - They are in the process of centralizing support and rolling out new procedures for various processes.
8. **Budget and student numbers** - There is still no budget in place, not sure when that will happen. We are meeting the class size projections which is good and if it holds it will translate to a smaller deficit.

Old Business:

There was no old business

New Business:

There was no new business

Adjournment: *It was moved and seconded to adjourn at 2:10pm*

Respectfully submitted:

Michael A. Rice, Faculty Secretary (from notes by Katherine Petersson and Judith Palmer)