

**Liberal Arts Council Meeting**

**Zoom**

**3:00 p.m. 3 January 2022**

**Presiding:** Dean Mary Brennan

**Present:** Manda Anderson, Natalie Ceballos, Christina Conlee, Susan Day (recording), Ken Grasso, Lucy Harney, Paul Hart, Jeff Helgeson, John Mckiernan-Gonzalez, Gloria Martinez, , Vicki Smith, Toni Watt

**Guests:** no one

**Absent:** Craig Hanks, Yongmei Lu, Aimee Roundtree

The Council was called together for an emergency meeting to discuss the imminent announcement by President Trauth that the University would begin the semester by moving all classes to distance learning. A discussion ensued about what would be expected of department offices and staff. The conclusion was that offices would remain open and Chairs would be able to manage their offices and staff to achieve the required outcome while allowing fewer staff to be present on any given day during the first two weeks. Chairs were reminded that staff could use only 30 days each calendar year for distance work.

The meeting ended at 3:16 p.m.