

**Minutes, Deans and Chairs Meeting
March 30, 2020, via Zoom**

McFarlin called the meeting to order at 2 p.m.

COVID-19 Update and Discussion

- Diane McFarlin discussed the need to maintain social distance among those who are still present in Weimer Hall. She mentioned that the most recent COVID-19 CJC student's contacts had been notified. She reiterated that no groups of students should be gathering for any purpose. McFarlin also discussed frequency of CJC communications and invited feedback from the deans and chairs.

HR Update

- McFarlin discussed the UF hiring pause and how it will affect CJC's adjunct paperwork. Keisha Reynolds said jobs listed on the careers at UF webpage were being removed, including faculty, staff and OPS positions with some exceptions. Reynolds discussed the exception process. McFarlin also discussed logistics around CJC searches currently in the finalist stage. Reynolds discussed essential personnel status of CJC employees. McFarlin mentioned details of the available Tenure and Promotion extension. She also mentioned the number of undergrads still on campus.
- McFarlin and said the Dean's office will communicate to managers about staff teaching courses as adjuncts.
- McFarlin mentioned the changing world due to COVID-19 and implications for CJC. She invited the deans and chairs to bring their ideas to the next Deans and Chairs meeting, which will be dedicated to a conversation about future opportunities.
- Reynolds discussed what happens when the 80 hours of available COVID-19 emergency leave ends for employees in need and suggested they should be encouraged to contact CJC HR for additional options that may be available due to the FMLA Extension Act for issues related to COVID-19.

FERPA Reminders

- Kiousis mentioned FERPA in relation to Zoom meetings. CJC asks instructors to keep their class interactions within their classes.

Open Discussion

- Wright mentioned the status of the first floor classroom locks, which are being changed.
- Bennett mentioned both the Virtual Awards Banquet and the Virtual Graduation.

McFarlin thanked the Deans and Chairs and closed the meeting.

Attendees: McFarlin, Gaylord, Spiker, Kelleher, Kiousis, Distaso, R. Wright, Reynolds, Goodman, Pole, Bennett, M. Lowe, Ostroff, Babanikos, Burman

Meeting Adjourned at 2:47 p.m.

Respectfully submitted by Sarah Fitzpatrick