

**Minutes, Deans and Chairs Meeting
May 4, 2020, via Zoom**

McFarlin called the meeting to order at 2:01 p.m.

COVID-19 Updates

- Diane McFarlin shared information about UF bringing 12 month employees back on campus, returning in waves with everyone being baseline tested and with a contact-tracing protocol in place.
- She said that PPD is deep cleaning the buildings and will continue to sanitize.
- She also said that CJC needs to make plans for Fall experiential learning opportunities due to reduced capacity for rooms.
- She asked Mira Lowe to head a CJC work group to look at CJC space and see how many people can be in each area.

Remote Working and Offices

- Kiouisis and McFarlin discussed the potential of shared offices for people who might work remotely. Chairs are to think about process, but this is not being instituted at this point.
- McFarlin said this will be revisited later, after UF has weighed in.

Summer Workshops

- McFarlin discussed interest in CJC hosting summer workshops for students to help them build new skill sets. Burman said The Agency is working on ad-buying certifications run by companies, lunch and learns, etc. DiStaso said the PR Council started an eight-week certificate they are encouraging their students to work on.

Open Discussion

- James Babanikos mentioned the importance of instructors entering their grades on time and suggested an earlier deadline in the future.
- Babanikos also discussed Adobe software needs of students.
- McFarlin said that the Dean search is moving forward and Dean Mike Reid is chair.

McFarlin thanked the Deans and Chairs and closed the meeting.

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

Meeting Adjourned at 2:45 p.m.

Respectfully submitted by Sarah Fitzpatrick