

**Minutes, Deans and Chairs Meeting
April 3, 2023, via Zoom**

Hub Brown called the meeting to order at 2:03 p.m.

Tracking Guest Speakers

- Graham discussed tracking of guest speakers is needed for accreditation and other reports. Suggested creating an internal database for people to input speaker information.
- Would also be used for career development reporting.
- Kiouisis suggested Digital Measures.

Succession Planning

- Reynolds jump-started discussions about succession planning, especially for leadership roles. A safety-net, identifying critical positions and having a back-up plan for when people leave CJC. Prepare for continuity of services.

Adjunct Email Access

- Reynolds said HR is getting more requests for email. Email is terminated 30 days after departing UF (unless Emeritus) based on UF IT policy.

Open Discussion

- None

Brown thanked the Deans and Chairs and closed the meeting at 2:19pm.

Attendees: Hub Brown, Spiro Kiouisis, James Babanikos, Marcia DiStaso, Sarah Fitzpatrick, Myiah Hutchens, Evan Kropp, David Ostroff, Keisha Reynolds, Kutonya Sowell, Ted Spiker, Randy Wright, Randy Bennett, Laurent Burman, Robyn Goodman

Meeting Adjourned at 2:19pm

Sarah Fitzpatrick