

**Minutes, Deans and Chairs Meeting
June 10, 2024, via Zoom**

Hub Brown called the meeting to order at 2:00 p.m.

Essential Employees

Keisha Reynolds discussed essential employees at CJC, and mentioned upcoming hurricane season. She suggested that managers of essential employees remind their staff they are considered essential employees and could be asked to work during an emergency. This should also be made clear in the hiring process. She also reminded the group the CJC HR is available to answer questions regarding time reporting. Spiro Kiouisis mentioned that this applies to both essential staff and faculty.

Open Discussion

Hub Brown mentioned upcoming ICA conference. Coche asked when Strategic Funding Initiative funds will be dispersed. She also asked about plans for Jacksonville.

Attendees:

Hub Brown, Spiro Kiouisis, Roxane Coche, Katrice Graham, James Babanikos, Randy Bennett, Huan Chen, Kutonya Sowell, Myiah Hutchens, Ted Spiker, Robyn Goodman, Randy Wright, Keisha Reynolds

Meeting Adjourned at 2:11 p.m