

Dean's Administrative Council  
Minutes of Meeting July 8 , 2020  
2:00p.m. via Zoom

Members Present: Jennifer Simpson, Director of Field  
Development, Assistant Marketing Director; and Ms. Aimee Meyers, Development

Chair of Integrative Studies; Dr. Matt Binione, Director of Academic

Meeting to order via Zoom at 2:00 p.m.

x Information Update:

- Employee Covid-19 Survey (AK)

All employees should get the survey about a week prior to their official return date. Once they submit their survey, you as their supervisor will receive an email indicating that they have completed the survey. Next you should receive an email that they have been cleared. If you don't receive the second email that they have been cleared, Dr. Kent know so she can follow up. No one can return to campus until they have been cleared. It is up to the supervisor to notify the employee that they have been cleared.

- Employee Training Module (AK):

All employees should have received an email from HR with a link to a training video. This video must be completed ASAP, preferably before returning to work, but must be completed by the end of the day of their first day back. For those already on campus working, this video must be completed immediately.

x Return to Campus Update (AK):

If faculty have not been cleared to return to work, they cannot return until cleared. Due to

x Partnership with UAB (AK):

USA is anticipating an opportunity to partner with UAB on a grant from the Governor's Discretionary Covid Fund. There are three components to this grant

- 1.) Daily Screening Check App – will be required of all students and employees.
- 2.) Bluetooth Tech App – human contact tracking (voluntary).
- 3.) Testing –

x Faculty Council Update (YG): N/A

- All the delegates have been elected for the next academic year. Updates to the faculty council list have been made on the website.

x Other:

- Reminder that the staff evaluation deadline has been extended but the time period remains the same for which the employee is being evaluated.