CASE MEETING MINUTES

Location: Zoom Meeting
Date: Tuesday, August 11, 2020
Time: 2:00-3:00 p.m.
Host: Kathy Wilkes

Case Reps: Those in attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Kathy Wilkes - Rep</td>
<td>ISE</td>
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<tr>
<td>Shelana Gwinn</td>
<td>BEAM</td>
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<tr>
<td>Brandy McCoy - Alt</td>
<td>ME</td>
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<tr>
<td>Margo Currie</td>
<td>EngEd</td>
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<tr>
<td>Jody Humphreys - Rep</td>
<td>BEAM</td>
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<tr>
<td>Teresa Wilson</td>
<td>CE</td>
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<tr>
<td>Erin Wilson – Rep</td>
<td>AOE</td>
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<tr>
<td>Michael Davis – Rep</td>
<td>CS</td>
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<tr>
<td>Melissa Nipper</td>
<td>BEAM</td>
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<tr>
<td>Brad Reed</td>
<td>CE</td>
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<tr>
<td>Lee Bishop</td>
<td>Dean’s Office</td>
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<tr>
<td>James Archual - Rep</td>
<td>ME</td>
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<tr>
<td>Amy Hill</td>
<td>MSE</td>
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<tr>
<td>Shelia Crowe</td>
<td>BEAM</td>
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<tr>
<td>Lance Yelton - Alt</td>
<td>MME</td>
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I. Call to order

Kathy Wilkes called the meeting to order at 2:04 pm.

II. Welcome

III. Introductions – Name and Department

IV. Approval of minutes from last meeting

No official Minutes from the July meeting.

V. Old Business

a. New Case Executive Committee:

   President: Kathy Wilkes
   Co-Chair: Brandy McCoy
   Secretary: Jody Humphreys
   Communications Specialist: Melissa Nipper

VI. New Business:
a. How is everyone doing as we prepare for the beginning of Fall Semester?

VII. Committee Feedback/Updates:

a. Events Committee: Erin will reach out to Mica’s Backpack to find out if there are any local needs.
b. Engagement Committee: None
c. Outreach Committee: None
d. Programs Committee: None

VIII. News:

a. Remember parking passes expire the end of August.
b. The university and COE continue to encourage staff to telework if at all possible. All agreements must be submitted for approval.
c. The Hokie Ready App is available to be downloaded to smartphones, or online link:
   - https://veoci.com/veoci/p/form/9vy4hhu8heze#tab=entryForm
d. If not already done COVID-19 Awareness Training must be completed.
e. COE Staff self evaluation are coming due 9/9, check with your supervisor.
f. Time Sheet options: CBT (COVID Planning Time) is still an acceptable allocation of time.
g. COE announced the current budget cut at 7.83%. This does not include possible state cuts.
h. Controllers Office: Pass due invoices, some departments have experienced invoices not being paid, please follow up.
i. Lee provided the below suggestions for returning to campus:
   - Have multiple masks.
   - Leave about 10 minutes early the first day you come back….there are several roads closed.
   - Bring a fan, closed offices can get stuffy.
   - Bring water if you don’t want to use the community water.
   - Take your temperature and do the Hokie Ready survey first thing in the AM.
   - Ensure you have a video camera in your office and possibly a headset for Zoom meetings.
   - Make a sign for your door that communicates that you are in a Zoom meeting.

IX. Staff Senate Update: Kathy Wilkes attended, no new news to report that hasn’t been sent out to the university, next meeting will be 8/20/20.

X. Next Meeting – Tuesday, September 8th, 2020 from 2:00 – 3:00pm via Zoom meeting

XI. Adjourn – at 2:24 pm.