

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**

| | |
|----------------------|---------------|
| Kathy Wilkes - Rep | ISE |
| Shelana Gwinn | BEAM |
| Brandy McCoy - Alt | ME |
| Margo Currie | EngEd |
| Jody Humphreys - Rep | BEAM |
| Teresa Wilson | CE |
| Erin Wilson - Rep | AOE |
| Michael Davis - Rep | CS |
| Melissa Nipper | BEAM |
| Brad Reed | CE |
| Lee Bishop | Dean's Office |
| James Archual - Rep | ME |
| Amy Hill | MSE |
| Shelia Crowe | BEAM |
| Lance Yelton - Alt | MME |

College Association of Staff in Engineering

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.