I. Call to order

Brandy McCoy called the meeting to order at 2:03 pm.

II. Welcome and Thank you for joining

III. Introductions

IV. Approval of minutes from last meeting

Approved Feb. 9th, 2021.

V. Old Business


b. As we prepare for the return of students and classes to resume, PPE items are available to all departments through procurement and centralized funding.
c. Shared Mentorship Information: On the current google drive.
d. Free Notary Services: SECLnotary@vt.edu
e. Talk about establishing a discussion board for COE Staff.
f. Introduction of Office 365 to CASE by Melissa Nipper.
g. CASE awards are due 3/12/21.
h. Don’t forget your LMS Training.

VI. **New Business:**

a. April Keene: Trained Strength Finder facilitator and team building speaker for meetings
b. University Parking survey is out.
c. Seeking an individual interested in being on the College of Diversity Committee for COE.
d. Suggested to hold Virtual CASE Awards this year, awards would be sent in advance of the announcements.
e. Possible Community Project: Little Libraries and Food Boxes.

VII. **Committee Feedback/Updates:**

b. Engagement Committee - Lee Bishop: Nothing new to report.
c. Outreach Committee – Alicia Sutherland/Debbie Collins: Nothing new to report.
d. Programs Committee – Erin Wilson: Nothing new to report.

VIII. **News:**

a. Raises: Merit based and classified staff raises are still pending the governor’s approval. The financial statue of the state is better than expected.

IX. **Staff Senate Update:**

a. HR- Mr. Bryan Garey addressed questions related to telework agreements go forward, including: Closings for inclement weather. Flexibility is being emphasized for all supervisors

X. **Next Meeting** – Tuesday, April 13th, 2021 from 2:00 – 3:00pm via Zoom meeting

XI. **Adjourn** – at 3:05 pm.