

CASE MEETING MINUTES

Location: Zoom Meeting
Date: Tuesday, September 8, 2020
Time: 2:00-3:00 p.m.
Host: Kathy Wilkes

Case Reps: Those in attendance	Kathy Wilkes - Rep	ISE
	Brandy McCoy - Rept	ME
	Margo Currie	EngEd
	Jody Humphreys - Rep	BEAM
	Teresa Wilson	CEE
	Michael Davis - Rep	CS
	Melissa Nipper	BEAM
	Brad Reed	CHE
	Lee Bishop	Dean's Office
	James Archual - Rep	ME
	Amy Hill	MSE
	Lori Andrews	MME
	Miriam Snyder	ME
	Breanna Farmer	CEE
	Alicia Sutherland	ECE
Debbie Collins	ECE	
Audri Cunningham	CPES	

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

Approved Sept. 8th with corrections.

V. Old Business

VI. New Business:

- a. Kathy Wilkes will be leaving VT and Brandy McCoy will step in as President of CASE.

VII. Committee Feedback/Updates:

- a. No Committee Feedback/Updates

VIII. News:

- a. The university and COE continue to encourage staff to telework if at all possible. All agreements must be submitted for approval by 9/1/20.
- b. The Hokie Ready App is available to be downloaded to smartphones, or online link:
 - <https://veoci.com/veoci/p/form/9vy4hhu8heze#tab=entryForm>
- c. If not already done, COVID-19 Awareness Training must be completed.
- d. COE Staff self-evaluations are due 9/9, check with your supervisor.
- e. Time Sheet options: CVT (COVID Planning Time) is still an acceptable allocation of time.
- f. New LMS learning platform goes live 10/1, COVID-19, Title IX and FERPA training will be tracked through this system.
- g. VT COVID-19 Dashboard is now being updated each week day.
- h. COE P&T website had been updated and Lee will be setting up a training session.
- i. Dr. VandeVord has been selected as the new Associate Dean for Research.
- j. VTF-Will be having a User audit that will be going out to the departments.

IX. Staff Senate Update: Kathy Wilkes attended:

- a. Jerry Baker - Parking Services: Gave an update regarding changes they are implementing. She drove the change for visitors to be required to pay for parking. This is a model used by many universities to help cover costs, VT employees were reminded that parking on Chicken Hill is still \$30.00.
 - i. They are discussing removing state vehicle parking in designated areas.
 - ii. Weekend passes are now being required and after hours permits must be purchased.
 - iii. Parking Service website allows daily passes to be purchased and they will have an app coming out soon.
- b. Disability Alliance Group – They are from the ADA Group and the Ombus office for individuals with disabilities.
- c. Tamarah Smith from the Disability Action Coalition was in attendance.
- d. Staff Senate is pushing for more open communications with HR as they promote a business as usual environment.

X. Next Meeting – Tuesday, October 13th, 2020 from 2:00 – 3:00pm via Zoom meeting

XI. Adjourn – at 2:25 pm.