

CASE MEETING MINUTES

Location: Zoom Meeting
Date: Tuesday, April 13th, 2021
Time: 2:00-3:00 p.m.
Host: Brandy McCoy

Case Reps:
Those in attendance

Brandy McCoy	ME
Amy Hill	MSE
Michael Davis	CS
Teresa Wilson	CEE
Alicia Sutherland	ECE
Lori Andrews	MME
Erin Wilson	AOE
Melissa Nipper	BEAM
Margo Currie	EngEd
Jody Humphreys	BEAM
Lance Yelton	MME
Hannah Parks	ISE
Brad Reed	CHE
Lee Bishop	Dean's Office
Miriam Snyder	ME
Nichole White	Dean's Office
Shelia Crowe	BEAM

Notified Absences:

Jamie Archual

- I. Call to order**
Brandy McCoy called the meeting to order at 2:04 pm.
- II. Welcome and Thank you for joining**
- III. Introductions**
- IV. Approval of minutes from last meeting**

Approved March 9th, 2021.

V. Old Business

- a. An email was sent out with a registration link for COVID-19 vaccinations. Here is the link. https://vtnews.vt.edu/articles/2021/01/unirel-1b-vaccine-distribution.html?utm_source=cmpgn_news&utm_medium=email&utm_campaign=vtUnirelNewsDailyCMP_011121-fs
- b. April Keene: Trained Strength Finder facilitator and team building speaker for future meeting
- c. University Parking survey is out.
- d. Seeking an individual interested in being on the College of Diversity Committee for COE.
- e. Suggested to hold Virtual CASE Awards this year, awards would be sent in advance of the announcements.
- f. Possible Community Project: Little Libraries and Food Boxes. <https://www.littlefreepantry.org/>

VI. New Business:

- a. Vaccine Survey for VT employees https://virginiatech.qualtrics.com/jfe/form/SV_cC1gwlRFnG171Sm
- b. Currently 19 Administrative and 4 Technical nominations for the CASE Awards.
- c. CASE Luncheon – Members volunteered to assist with the format of the CASE Awards virtual event. (Erin Wilson, Hannah Parks, Michael Davis, Miriam Snyder, Jamie Archual, Lee Bishop)
- d. Merit raises – Classified employees qualify for 5% increase and University employees qualify for 3% across the board with the potential of an additional max. 2%.
- e. McComas Leadership Conference: Virtual conference was good and recorded link of the event will be sent out.
- f. Hokie Wellness – Held a successful Mental health event for employees.
- g. FY21 Compliance survey went out to fiscal managers and is due April 23rd.

VII. Committee Feedback/Updates:

- a. Resources Committee – Jamie Archual: Nothing new to report.
- b. Engagement Committee - Lee Bishop: Email was sent to new COE employees regarding welcome gifts.
- c. Outreach Committee – Alicia Sutherland/Debbie Collins: Discussed Little Pantry project for all of CASE members as a summer event.
- 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.

IX. Staff Senate Update: Meeting was March 18th.

- a. Staff Senate has new/open seats and nominations are needed, check your email.
- b. Guest speaker from Fralin Biomedical, provided an overview of what is going on in the program including their cancer research.

X. Next Meeting – Tuesday, May 11th, 2021 from 2:00 – 3:00pm via Zoom meeting

XI. Adjourn – at 2:53 pm.



College Association of Staff in Engineering