

CASE MEETING MINUTES

Location: Zoom Meeting

Date: Tuesday, November 11, 2020

Time: 2:00-3:00 p.m.

Host: Jody Humphreys

Case Reps:
Those in attendance

Amy Hill	MSE
Margo Currie	EngEd
Jody Humphreys	BEAM
Cristina Rosa	BEAM
Michael Davis	CS
Brad Reed	CHE
Lee Bishop	Dean's Office
James Archual	ME
Miriam Snyder	ME
Debbie Collins	ECE
Shelia Crowe	BEAM
Shelana Gwinn	BEAM

I. Call to order

Jody Humphreys called the meeting to order at 2:04 pm.

II. Welcome and Thank you for joining Staff in Engineering

III. **Introductions** – New Alternate for the Dean office: Nicole White; Advancement Assoc.

IV. Approval of minutes from last meeting

Approved Nov. 10th with corrections.

V. Old Business

- a. LMS System is live- LMS Classes must be up to date.
- b. Make sure your teleworking agreement has been extended and is up to date.
- c. Evaluation/Performance plans were due to HR 10/15. Follow up with your supervisor if you have any questions.

VI. New Business:

- a. Reminder that Veterans Day is a holiday for Staff and compensatory time can be earned if that day is worked.

- b. Spring Classes begin Jan. 19th and classes will be held on line between Jan. 19th-22nd. In person/Hybrid will start January 25th. This allows staggered move in and return for those students on campus.
- c. High contact testing continues on campus, dates will be announced for staff and faculty.
- d. Last day to use leave will be January 9th.
- e. Outreach Programs for the Holidays
 - i. Christmas Seniors – Jamie Archual will lead the collection program again this year. CASE will not be doing the deliveries of the gifts as in the past due to COVID restrictions. CASE filled 35 requests and asked for more.

VII. Committee Feedback/Updates:

- a. Resources Committee – Jamie Archual: Senior Santa, Agency on Aging.
- 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. Annual Leave Carry Over in Excess – HR is not allowing excessive carry overs; few acceptations have been granted and require the Dean and/or Vice Provost to approve. Reminder – Winter closures this year will require 32 hours of leave.
- b. Remember that VT health insurance offers EAP counseling and assistance free for the first 4 session per issue. During this time, it is important to maintain your mental health.
- c. Two available drive-through Flu Clinics:

Nov. 12th 4-6pm at the Christiansburg Recreation Center
Nov. 18th 9am-1pm Christiansburg Middle School

IX. Staff Senate Update: No meeting in December

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

XI. Adjourn – at 2:46 pm.