

CASE MEETING MINUTES

Location: Zoom Meeting
Date: Tuesday, March 9th, 2021
Time: 2:00-3:00 p.m.
Host: Brandy McCoy

Case Reps: Those in attendance	Brandy McCoy	ME
	Michael Davis	CS
	Erin Wilson	AOE
	Margo Currie	EngEd
	Audri Cunningham	CPES
	Jody Humphreys	BEAM
	Hannah Parks	ISE
	Brad Reed	CHE
	Lee Bishop	Dean's Office
	James Archual	ME
	Miriam Snyder	ME
	Nichole White	Dean's Office
	Debbie Collins	ECE
	Shelia Crowe	BEAM
Shelana Gwinn	BEAM	

Notified Absences: Alicia Sutherland, Teresa Wilson, Lance Yelton

College Association of Staff in Engineering

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

- 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. 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:

- a. Resources Committee – Jamie Archual: Nothing new to report.
- 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 emphasised for all supervisors

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

XI. Adjourn – at 3:05 pm.