

CASE MEETING MINUTES

Location: Zoom Meeting
Date: Tuesday, January 12th, 2021
Time: 2:00-3:00 p.m.
Host: Brandy McCoy

Case Reps:
Those in attendance

Lance Yelton	MME
Brandy McCoy	ME
Melissa Nipper	BEAM
Lori Andrews	MME
Erin Wilson	AOE
Margo Currie	EngEd
Teresa Wilson	CEE
Audri Cunningham	CPES
Jody Humphreys	BEAM
Cristina Rosa	BEAM
Brad Reed	CHE
Lee Bishop	Dean's Office
James Archual	ME
Debbie Collins	ECE
Shelia Crowe	BEAM
Shelana Gwinn	BEAM

Notified Absences: Alicia Sutherland
Amy Hill

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 Dec. 8th, 2020.

V. Old Business

- a. LMS System is live- Please complete your required classes.
- b. Make sure your teleworking agreement has been extended and is up to date. These are required for AP Faculty, Non-teaching Faculty and Staff.

- c. 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.
- d. High contact testing continues on campus, dates will be announced for staff and faculty. Student will begin testing upon arriving to for the Spring semester.

VI. New 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. HR – I-9's must be re-verified, this due date has been extended, Lee has sent a list out to department representatives for those pending verification.
- d. Discussed inviting speakers to the monthly zoom CASE meetings, and we are currently taking suggestions for guests.

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. 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.
- b. COVID testing at Montgomery County Health Center (540) 267-8240. Monday-Wednesday-Friday 9:00am-11:00am.
- c. Hokie Wellness Expo is Thursday 1/14/2021, this is being held virtually. Mental health employee assistance program is available through Hokie Wellness:
https://vtnews.vt.edu/notices/hokiewellness_notice_employee_assistance_program.html?utm_source=cmpgn_news&utm_medium=email&utm_campaign=vtUnirelNewsDailyCMP_011421-fs

- IX. Staff Senate Update:** Next meeting January 21st. Brandy plans to attend.

- X. Next Meeting** – Tuesday, February 9th, 2021 from 2:00 – 3:00pm via Zoom meeting
- XI. Adjourn** – at 2:51 pm.



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