

# CASE MEETING MINUTES

**Location:** Zoom Meeting  
**Date:** Tuesday, May 11th, 2021  
**Time:** 2:00-3:00 p.m.  
**Host:** Brandy McCoy

<b>Case Reps:</b> <b>Those in attendance</b>	Brandy McCoy	ME
	Amy Hill	MSE
	Michael Davis	CS
	Teresa Wilson	CEE
	Jamie Archual	ME
	Lori Andrews	MME
	Melissa Nipper	BEAM
	Shelana Gwinn	BEAM
	Erin Wilson	AOE
	Margo Currie	EngEd
	Audri Cunningham	CPES
	Hannah Parks	ISE
	Brad Reed	CHE
	Lee Bishop	Dean's Office
	Nichole White	Dean's Office
Debbie Collins	ECE	

**Notified Absences:**  
Lance Yelton  
Miriam Snyder  
Alicia Sutherland  
Jody Humphreys  
Shelia Crowe

- I. Call to order**  
Brandy McCoy called the meeting to order at 2:02 pm.
- II. Welcome and Thank you for joining**
- III. Introductions**
- IV. Approval of minutes from last meeting**

Approved April 13<sup>th</sup>, 2021.

## V. Old Business

- a. Health Insurance Open Enrollment- May 3- 17
  - Discount Coverage: [https://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/premium-rewards-requirements-2021-2022.pdf?sfvrsn=cb7cba88\\_0](https://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ohb/premium-rewards-requirements-2021-2022.pdf?sfvrsn=cb7cba88_0)
  - Virtual HR Zoom Rooms for questions regarding HR/open enrollment
  
- b. CASE luncheon:
  - “CASE Highlights” page as a way to say thank the staff this past year and announce the 3 winners of the 2021 CASE Awards (speech by Brandy, video by Dean Ross- LIVE Tues., May 18<sup>th</sup>)
  - Melissa Nipper to put on CASE website
  - Peter Means to put on College of Engineering website
  - “Kudos” board- link to CASE announcements/ award winners
  
- c. Community Project: Little Libraries and Food Boxes.  
<https://www.littlefreepantry.org/>
  - Summer or Fall 2021? Group or individual drop offs?
  - Discuss during next meeting (in June)
  - Lori Andrews to create flyer (after June meeting)

## VI. New Business:

- a. No Staff Appreciation Day for 2021.
- b. If you have scheduled a time to pick up your departments CASE gifts, contact Lee Bishop.
- c. A call for CASE officer nominations will be sent out later in May. Elections will be held in June.
- d. Discussed Dean’s Office/Department “Future of Work” Plans
  - Alternating weeks worked with co-workers
  - Creating office space for multiple colleagues to use at different times.

## 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: Nothing new to report.

d. Programs Committee – Erin Wilson: Nothing new to report.

**VIII. News:**

- a. Briefly discussed VT Daily News story: “Include accommodation statement in university event and program notices” ([https://vtnews.vt.edu/notices/oea-accomodationstatement.html?utm\\_source=cmpgn\\_news&utm\\_medium=email&utm\\_campaign=vtUnirelNewsDailyCMP\\_051121-fs](https://vtnews.vt.edu/notices/oea-accomodationstatement.html?utm_source=cmpgn_news&utm_medium=email&utm_campaign=vtUnirelNewsDailyCMP_051121-fs))

**IX. Staff Senate Update: Meeting was April 15<sup>th</sup>.**

- a. See minutes in email from Brandy (FW: [staffsenate-g] Staff Senate Meeting Minutes April)
- b. ADA/Accommodations (Pamela Vickers)
- c. Veterans Caucus (Banks Blair)

**X. Next Meeting** – Tuesday, June 8th, 2021 from 2:00 – 3:00pm via Zoom meeting

**XI. Adjourn** – at 3:12 pm.

**CASE**

**College Association of Staff in Engineering**