

CASE MEETING MINUTES

Location: Zoom Meeting
Date: Tuesday, Dec 8th, 2020
Time: 2:00-3:00 p.m.
Host: Brandy McCoy

Case Reps:
Those in attendance

Amy Hill	MSE
Brandy McCoy	ME
Alicia Sutherland	ECE
Nichole White	Dean's Office
Erin Wilson	AOE
Margo Currie	EngEd
Teresa Wilson	CEE
Audri Cunningham	CPES
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

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 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, to be completed by the end of the year.
- c. Last day to use leave will be January 9th.

- d. 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.
- e. Reminder that Veterans Day is a holiday for Staff and compensatory time can be earned if that day is worked.
- f. High contact testing continues on campus, dates will be announced for staff and faculty. Volunteer testing dates are being planned.
- g. 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.

VI. New Business:

- a. The Governor has given employees free insurance for December. You will not see health insurance payroll deductions for the two December pay periods.
- b. HR – I-9's must be re-verified before the end of the year; a list has been sent out to the departments HR personal with additional information.
- c. Employee's making below \$35,000 will get a \$500.00 supplement on their January 16th paycheck.
- d. Labor redistribution system has been updated and looks different.
- e. Reimbursement for use of personal cellphones for business purposes will need to be approved for the mobile allowance and cellphone bill must be provided, due end of year.
- f. Lee has sent out information regarding the revised Funds Handling policy, please review.
- g. P&T details have been forwarded from Lee regarding new instruction on bookmarking.
- h. ME will be posting a position for a Support Tech.
- i. Outreach Program for Christmas Seniors-Senior gifts will include a card with a return address to allow recipients to send Thank You messages. CASE is the largest participant in the program.

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. Trivia question: How many states does VT have with an employee working remotely? (37)

IX. Staff Senate Update: No one attended the meeting in Nov. No meeting in December

X. Next Meeting – Tuesday, January 12th, 2021 from 2:00 – 3:00pm via Zoom meeting

XI. Adjourn – at 2:39 pm.



College Association of Staff in Engineering