

CASE MEETING MINUTES

Location: Zoom Meeting

Date: Tuesday, February 9th, 2021

Time: 1:00-2:00 p.m.

Host: Brandy McCoy

Case Reps:
Those in attendance

Brandy McCoy	ME
Melissa Nipper	BEAM
Erin Wilson	AOE
Margo Currie	EngEd
Teresa Wilson	CEE
Jody Humphreys	BEAM
Cristina Rosa	BEAM
Brad Reed	CHE
Lee Bishop	Dean's Office
James Archual	ME
Breanna Hypes	CEE
Nichole White	Dean's Office
Debbie Collins	ECE
Amy Hill	MSE
Shelia Crowe	BEAM
Shelana Gwinn	BEAM

Notified Absences: Hannah Parks, ISE

I. Call to order

Brandy McCoy called the meeting to order at 1:04 pm.

II. Welcome and Thank you for joining

III. Introductions

IV. Approval of minutes from last meeting

Approved Jan. 12th, 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. 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.

VI. New Business:

- a. Guest Speaker: Mr. Reese Ramos, Director of the University Ombuds Office: reeseramos@vt.edu - The Ombuds Office. <https://ombuds.vt.edu/>
- b. Shared Mentorship Information: On the current google drive.
- c. Free Notary Services: SECLnotary@vt.edu
- d. Establishing a discussion board for COE Staff.
- e. Melissa Nipper introduced office 365 to the CASE group.
- f. CASE awards are due 3/12/21

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.

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

- a. Questions about 2022 budget cuts was presented by Pres. Sands, at this time no new cuts expected.
- b. HR- Mr. Bryan Garey addressed the question: “Can my boss make me come back to campus?” Currently there is not a state or University policy demanding an “office” return to work policy.
- c. What is the status of vaccines? Will VT get them to administer? Vaccines are still available but each individual must register and meet the current qualifications. VT is not scheduled to administer vaccines.
- d. Will state employees be required to be vaccinated? Not at this time.

X. Next Meeting – Tuesday, March 9th, 2021 from 2:00 – 3:00pm via Zoom meeting

XI. Adjourn – at 2:19 pm.