

# CASE MEETING MINUTES

**Location:** Zoom Meeting  
**Date:** Tuesday, October 13, 2020  
**Time:** 2:00-3:00 p.m.  
**Host:** Brandy McCoy

**Case Reps:**  
**Those in attendance**

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

## College Association of Staff in Engineering

### I. Call to order

Brandy McCoy called the meeting to order at 2:07 pm.

### II. Welcome and Thank you for joining

### III. Introductions – Name and Department

### IV. Approval of minutes from last meeting

Approved Sept. 8<sup>th</sup> with corrections.

### V. Old Business

- a. LMS System is live-Check to make sure you have completed:  
COVID Training; Active Shooter; VSET: Safety and Disaster Awareness
- b. Make sure your teleworking agreement is up to date.
- c. Evaluation plans were due to HR 10/15. Follow up with your supervisor if you have any questions.

### VI. New Business:

- a. Committee Membership – If you have not joined a committee and are interested, please reach out to Brandy McCoy or one of the current committee members below.

**Community Outreach** – Debbie Collins, Alicia Sutherland

**Programs** – Erin Wilson, Michael Davis, Hope House, Stacey Ratcliffe

**Engagement** – Lee Bishop, Hannah Parks, Cristina Rosa-Castaner

**Resources** – Jamie Archual, Jody Humphreys

- b. 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 has always filled 35 requests and have asked for more if available. Details will be distributed by Brandy once Jamie has received the names and needs.
- ii. Angle Tree – We have reached out to Salvation Army multiple times and have not received a response back to our offer for participation.

#### **VII. Committee Feedback/Updates:**

- a. Resources Committee – Jamie Archual
- b. Engagement Committee - Lee Bishop is the Chair and is welcoming anyone to join who is not already involved with a committee.
- c. Outreach Committee – Alicia Sutherland/Debbie Collins
- d. Programs Committee – Erin Wilson

#### **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. HR Policy Revisions: Only technical revisions were made, no major changes. If you would like to review these changes visit the HR website.
- c. 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.
- d. How is everyone doing?
  - i. Dean’s office has changed their hours, Mon-Thurs 8:30am-12:30pm.
  - ii. Those participating in rotating on campus work weeks feel this is working well.

**IX. Staff Senate Update:** Next meeting is 10/15/2020

**X. Next Meeting** – Tuesday, November 10th, 2020 from 2:00 – 3:00pm via Zoom meeting

**XI. Adjourn** – at 2:55 pm.