

CASE MEETING MINUTES

Location: Zoom Meeting
Date: Tuesday, September 14th, 2021
Time: 2:00-3:00 p.m.
Host: Lee Bishop

Case Reps:
Those in attendance

Brandy McCoy	Dean's Office
Shelia Crow	BEAM
Melissa Nipper	BEAM
Margo Currie	EngEd
Cristina Rosa Castaner	BEAM
Heather Parrish	ISE
Brad Reed	CHE
Lee Bishop	Dean's Office
Miriam Snyder	ME
Nichole White	Dean's Office
Sarah Martin	CEE
Lori Andrews	MME
Jamie Archual	ME
Kim Grandstaff	MSE
Debbie Collins	ECE
Alicia Sutherland	ECE
Stacey Ratcliffe	ChemE
Erin Wilson	AOE

Notified Absences: Lance Yelton, Jody Humphries

I. Call to order

Lee Bishop called the meeting to order at 2:07 pm.

II. Welcome and Thank you for joining

III. Introductions

IV. Approval of minutes from last meeting

Minutes approved by all present

V. Old Business

- a. Staff Performance Evaluations for COE are due October 1st to the Dean's office. Self-Evaluations are not mandatory but recommended

VI. New Business:

a. VT Vaccine Policy Information –

i. Reminder: Employee vaccination reporting or an accommodation - deadline is October 1.

1. All employees, including full and part-time faculty, staff and wage in all Virginia Tech locations, have until October 1 to receive their COVID-19 vaccination or file for a vaccination exemption with VT's Office of Equity and Accessibility.
2. Employees who have a vaccination exemption will be required to participate in weekly surveillance testing.
3. Failure to receive the vaccination and report vaccination information or file for an exemption by the October 1 deadline will result in disciplinary action up to and including termination.
4. Information about vaccine registration, testing program, and FAQ are available on the Ready website

a. <https://ready.vt.edu/vaccinations.html>

ii. Foundation is developing a Chrome River system that may integrate the systems to allow for split funding with Foundation Funds

1. Still in development, no ETA

VII. Committee Feedback/Updates:

- a. Resources Committee – Jamie Archual: The COE Staff Resource Link should be updated by all depts. - https://docs.google.com/spreadsheets/d/1kRnzDyoWOTet_PNeciaZcwB4tdLkIhMSCaSLxx0SDo0/edit#gid=0
- b. Engagement Committee - Lee Bishop: No update.
- c. Outreach Committee – Alicia Sutherland/Debbie Collins: will be researching several giving options – i.e. Little Free Pantry, The Giving Tree and The Market of VT; all attendees agree that placing boxes in mail room to receive donations will be the best option once the program decision is reached
- d. Programs Committee – Erin Wilson: no updates

VIII. News:

IX. Staff Senate Update: No update.

X. Next Meeting – Tuesday, October 12th, 2021 from 2:00 – 3:00pm Zoom/in person (TBD)

XI. Adjourn – at 2:46 pm.