

CASE MEETING MINUTES

Location: Zoom Meeting
Date: Tuesday, May 10th, 2022
Time: 2:00-3:00 p.m.
Host: Jody Humphreys

Case Reps:
Those in attendance

Alicia Sutherland	ECE
Audri Cunningham	CPES
Brandy McCoy	Dean's Office
Christina Rosa Castaner	BEAM
Christy Cumbia	CEE
Jody Humphreys	BEAM
Lee Bishop	Dean's Office
Lori Andrews	MME
Margo Currie	EngEd
Michael Davis	CS
Miriam Snyder	ME
Nichole White	Dean's Office
Sarah Martin	CEE
Stacey Ratcliffe	ChemE

Notified Absences: Shelia Crowe, Jamie Archual, Nicole Akers

College Association of Staff in Engineering

I. Call to order

Jody Humphreys called the meeting to order at 2:07 pm.

II. Welcome and Thank you for joining

III. Introductions

IV. Discussion of pending items from last meeting

V. Old Business

a. Employee Recognition Awards –

i. Dean will be recording announcement and it will be sent out on 5/17/22

VI. New Business:

a. Telework - University policy on teleworking will not change during summer

i. Each department will determine teleworking schedule.

b. Construction –

- i. Stanger street will be closed May 16th – August 13th – repairing incorrect construction
- ii. Holden Hall
 - 1. Mock mine to undergo additional work
 - 2. Staircase behind the hall to undergo corrective construction work.
- c. CASE – officer position nominations will be considered between May and June. New position will begin in July.
- d. Graduation
 - i. Ceremonies will be held 5/11/22 – 5/13/22
 - ii. Campus Closure for staff – 5/13/22 – 7am – 10am for on-campus staff
 - 1. Telework and Essential employees will be expected to work as per regular schedule.
- e. Open Enrollment – end May 16th
 - i. <https://www.hr.vt.edu/benefits/health-insurance/open-enrollment.html>
 - ii. Via Cardinal site – must be registered and must respond whether changes are being made or not
 - iii. Complete Health Assessment – information on page 7 of Spotlight On Your Benefits
 - 1. Spotlight [link](#)
 - iv. Benefit changes will appear on 7/16/22 paycheck
- f. Payroll increases have been approved by the Governor
 - i. Classified staff – 5% increase
 - ii. University staff – 3% increase; additional 2% will be based on merit review.
 - iii. Reflected on 7/1/22 paycheck
- g. Faculty search – 37-38 new faculty have accepted offers from various COE departments
- h. Employee Appreciation Day – May 18th 10am-2pm
 - i. Site [link](#)
- i. Upcoming Holiday closures –
 - i. Juneteenth – observed on 6/20/22
 - ii. Independence Day – 7/4/22

VII. Committee Feedback/Updates:

- a. Resources Committee – no updates
- b. Engagement Committee – Lee Bishop – staff gifts to be delivered after 5/17/22
- c. Outreach Committee – no updates
- d. Programs Committee – no updates

VIII. News:

IX. Staff Senate Update: <https://www.staffsenate.vt.edu/>

- a. Nominations requested to fill officer positions: President, Vice President, Secretary/Treasurer, Parliamentarian

X. Next Meeting – Tuesday, June 14, 2022 from 12:00 – 1:00pm – LIVE

- a. Whittemore Hall – 3rd floor – Outdoor picnic tables
- b. Lunch meeting – Bring your own lunch – lunch will not be provided

XI. Adjourn – at 3:02 pm.



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