

CASE MEETING MINUTES

Location: Zoom Meeting

Date: Tuesday, July 13th, 2021

Time: 2:00-3:00 p.m.

Host: Brandy McCoy / Jody Humphreys

Case Reps:
Those in attendance

Brandy McCoy	Dean's Office
Amy Hill	MSE
Michael Davis	CS
Alicia Sutherland	ECE
Lori Andrews	MME
Erin Wilson	AOE
Melissa Nipper	BEAM
Margo Currie	EngEd
Jody Humphreys	BEAM
Lance Yelton	MME
Hannah Parks	ISE
Brad Reed	CHE
Lee Bishop	Dean's Office
Miriam Snyder	ME
Nichole White	Dean's Office
Shelia Crowe	BEAM
Sarah Martin	CEE
Hope Lewis	ME
Cristina Rosa-Castaner	BEAM
Jamie Archual	ME
Kim Grandstaff	MSE
Nicole Akers	Dean's Office
Courtney Loan	AOE
Audri Cunningham	CPES

Notified Absences:

I. Call to order

Jody Humphreys called the meeting to order at 2:08 pm.

II. Welcome and Thank you for joining

III. Introductions

IV. Approval of minutes from last meeting

V. Old Business

- a. 2021 Virtual CASE Staff Awards proceeded successfully. Thank you to everyone involved in making it happen. https://case.eng.vt.edu/About/staff-awards/2021_CASE_Announcement.html
- b. Emergency meeting – held Thursday July 1st – discussions on how CASE can be a platform to keep COE staff together as a group. The past year and a half has pulled us all in very separated directions. Bringing back in person events was discussed.
- c. Work from home options are being discussed/determined by each department separately, based on the needs of the department and staff.

VI. New Business:

- a. Welcome to the incoming CASE Officers for 2021
 - i. Chair – Jody Humphreys
 - ii. Co-Chair – Lance Yelton
 - iii. Secretary – Miriam Snyder
 - iv. Communications Specialists – Melissa Nipper / Stacey Ratcliffe
 - v. Staff Senate Rep – Lance Yelton
- b. Various departments have new/updated systems in place that allow for better work from home options (controller, foundation, etc). The work/life balance has improved due to the electronic processes that can be used now.
- c. CASE to actively work on the focus of giving back to the community. Last year Santa for Seniors was the only outreach. CASE would like to return to the various annual options of community outreach
- d. HR coming out with new Flexible Working Agreement. Launching by end of July to replace the Teleworking Agreement
- e. Parking Services is using a matrix to offer various parking options for low use parkers. This is being offered to offset the loss of parking due to construction.
- f. Caregiving services/options (elder and child care) is still under discussion in HR
- g. Virginia Overtime Wage Act is now in place. Requires that employers in the Commonwealth of Virginia compensate non-exempt employees at a time and a half hourly rate for hours worked in excess of 40 in a workweek. The Act also eliminates the provision to allow employees to accrue compensatory leave (comp time).
- h. Visitor Passes
 - i. Free passes are no longer available.
 - ii. Passes must be purchased by the department via HokieMart

- iii. Bulk pass purchase may be an option for departments.
- i. CASE Facebook page –Please like it
 - i. www.facebook.com/casevt
- j. Vaccines – staff are not required as this time. This is still under discussion at the university level. Form submission for those vaccinated will end on August 15th. Completion of the form will make you exempt from mandatory fall COVID testing.

VII. Committee Feedback/Updates:

- a. Resources Committee – Jamie Archual: Looking for participants by contacting HR from each dept.
- b. Engagement Committee - Lee Bishop: New CASE Flyer in the works (Melissa Nipper). This will briefly describe the role of CASE and will be distributed to all staff.
- c. Outreach Committee – Alicia Sutherland/Debbie Collins: Nothing new to report. Discussed during July 1st Emergency Meeting.
- d. Programs Committee – Erin Wilson: will begin planning the 1st event following shutdown. To occur in the fall.

VIII. News:

- a. Merit raises were effective 6/10/21 (7/1/21 paycheck). Classified employees received 5% increase and University employees received 3% base increase with a merit pool of 2%. Contact Lee Bishop with any concerns/questions.

IX. Staff Senate Update: No update.

X. Next Meeting – Tuesday, August 10th, 2021 from 2:00 – 3:00pm Zoom/in person (TBD)

XI. Adjourn – at 2:55 pm.