

CASE MEETING MINUTES

Location: Zoom Meeting
Date: Tuesday, March 8th, 2022
Time: 2:00-3:00 p.m.
Host: Jody Humphreys

Case Reps:
Those in attendance

Audri Cunningham	CPES
Brandy McCoy	Dean's Office
Christy Cumbia	CEE
Cristina Rosa Castaner	BEAM
Debbie Collins	ECE
Hope Lewis	ME
Jody Humphreys	BEAM
Lee Bishop	Dean's Office
Lori Andrews	MME
Lucinda Shewchuk	EngEd
Margo Currie	EngEd
Michael Davis	CS
Miriam Snyder	ME
Nicole Akers	Deans Office
Nichole White	Dean's Office
Sarah Martin	CEE
Shelia Crow	BEAM

Notified Absences: Amy Hill, Kim Grandstaff, Erin Wilson

- I. **Call to order**

Jody Humphreys called the meeting to order at 2:05 pm.
- II. **Welcome and Thank you for joining**
- III. **Introductions**
- IV. **Discussion of pending items from last meeting**
- V. **Old Business**
 - a. COVID –
 - i. Procedures for a positive COVID test – new procedure for reporting has replaced the email notification system
 1. <https://veoci.com/v/p/form/2bbt7kkyzfggh> - Employee COVID Disclosure Form – complete this form to complete the reporting process.

- ii. Vaccines and Booster – no longer required but encouraged for overall university wellness
- iii. Hokie Wellness has COVID related mental health programs are available.

VI. New Business:

- a. Mask Mandate Update – March 10 - Masks are no longer required, but remain recommended for indoor spaces in campus locations.
 - i. <https://ready.vt.edu/public-health-guidelines.html#masks>
 - ii. Monitor website for any campus changes and for requirements at the county level
- b. Employee Recognition Awards – low amount of nominations received. Please email Jody Humphreys and nominate a deserving staff member to be recognized
- c. CASE Luncheon 2022 will be cancelled. Dean Ross will present a message for the winners of the awards
 - i. Gifts presented from CASE are for staff only. Wage staff is not eligible to receive the gifts.
- d. Childcare information provided by Hokie Wellness – Subsidy Program pays a portion of your child care costs directly to the provider. Subsidy form provided on website
 - i. https://hokiewellness.vt.edu/Employees/work-life/Child_Care.html
- e. CASE representatives are asked to distribute the meeting minutes to all staff within their department.
 - i. Staff are encouraged to bring any concerns they would like addressed to their CASE reps.
- f. Teleworking agreements – All staff are encouraged to communicate directly with their department supervisors if there are any extenuating circumstances that require you to update your teleworking agreement.
 - i. Dean's office (Ed Nelson) has communicated with all department heads and business managers that shift work/telework is to be handled on a case by case basis within the departments.
- g. Authorized Closing clarification – when the University sends out an authorized closing notification:
 - i. Designated emergency personnel – required to work, as needed, and will receive authorized closing leave.
 - ii. Personnel who wholly work on campus – not required to work and will receive authorized closing leave.
 - iii. Personnel who are fully remote or hybrid – expected to work remotely as per their normal schedule and will not receive authorized closing leave.
 - iv. <https://www.hr.vt.edu/benefits/leave/authorized-closings.html>

h. CASE Officers/Committee updates –

i. Staff Senate representative from CASE – Nicole Akers

ii. Communications – Brad Reed and James Archual to temporarily assist with communications duties.

VII. Committee Feedback/Updates:

a. Resources Committee – no updates

b. Engagement Committee – no updates

c. Outreach Committee – no updates

d. Programs Committee – hot chocolate goodie bag delivered to all department staff

VIII. News:

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

X. Next Meeting – Tuesday, April 12, 2022 from 2:00 – 3:00pm – Possible hybrid meeting (location will be confirmed prior to meeting)

XI. Adjourn – at 2:53 pm.



CASE

College Association of Staff in Engineering