

# CASE MEETING MINUTES

**Location:** Zoom Meeting

**Date:** Tuesday, October 12th, 2021

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

**Host:** Brandy McCoy

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

Brandy McCoy	Dean's Office
Shelia Crow	BEAM
Melissa Nipper	BEAM
Margo Currie	EngEd
Cristina Rosa Castaner	BEAM
Michael Davis	CS
Brad Reed	CHE
Nicole Akers	Dean's Office
Miriam Snyder	ME
Nichole White	Dean's Office
Breanna Hypes	CEE
Lori Andrews	MME
Jamie Archual	ME
Kim Grandstaff	MSE
Debbie Collins	ECE
Hope Lewis	ME

**Notified Absences:** Lance Yelton, Jody Humphries, Alicia Sutherland

College Association of Staff in Engineering

## I. Call to order

Brandy McCoy called the meeting to order at 2:01 pm.

## II. Welcome and Thank you for joining

## III. Introductions

## IV. Approval of minutes from last meeting

## V. Old Business

- a. Staff Performance Evaluations for COE were due October 1<sup>st</sup> to the Dean's office. If not completed, they will be due to HR by October 15<sup>th</sup>.

## VI. New Business:

- a. Leave Usage – The last day to use your accrued 2021 leave is January 9, 2022. Link [here](#)

- b. Parking for game days – Parking notifications went out regarding the parking lot closures prior to and for Saturday’s game day – Link [here](#).
- c. Tiny Food Pantries –
  - i. Debbie confirmed donations are accepted by Lutheran Church on Tom’s Creek Road. Link [here](#).
  - ii. Flyer will be created to distribute to COE staff
  - iii. Donations will be collected in each dept office from October 18<sup>th</sup> to November 19<sup>th</sup>.
- d. Melissa Nipper mentioned that Micah’s Backpack is now online – a shared wish list is available on Amazon to assist with purchasing the needed items. <https://a.co/iiMajxK>
- e. Flu shots will be available on campus – see site [here](#) for schedule and location
  - i. Employee only dates, as well as family dates are available

**VII. Committee Feedback/Updates:**

- a. Resources Committee – Jamie Archual: Senior Santa’s agency to provide same # of recipients. Option to deliver was offered. Several CASE members have volunteered to deliver the gifts.
- b. Engagement Committee - Lee Bishop: No update.
- c. Outreach Committee – information above in New Business section
- d. Programs Committee – Erin Wilson: no updates

**VIII. News:**

**IX. Staff Senate Update:** No update.

**X. Next Meeting** – Tuesday, November 9th, 2021 from 2:00 – 3:00pm Zoom/in person (TBD)

**XI. Adjourn** – at 2:20 pm.