

CASE MEETING MINUTES

Location: Zoom Meeting
Date: Tuesday, August 10th, 2021
Time: 2:00-3:00 p.m.
Host: Jody Humphreys

Case Reps:
Those in attendance

Brandy McCoy	Dean's Office
Michael Davis	CS
Melissa Nipper	BEAM
Margo Currie	EngEd
Jody Humphreys	BEAM
Hannah Parks	ISE
Brad Reed	CHE
Lee Bishop	Dean's Office
Miriam Snyder	ME
Nichole White	Dean's Office
Sarah Martin	CEE
Hope Lewis	ME
Jamie Archual	ME
Kim Grandstaff	MSE
Nicole Akers	Dean's Office
Courtney Loan	AOE
Breanna Hypes	CEE

Notified Absences:

Lance Yelton, Debbie Collins, Alicia Sutherland, Erin Wilson

I. Call to order

Jody Humphreys called the meeting to order at 2:02 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. Work from home options are being discussed/determined by each department separately, based on the needs of the department and staff. Many departments have a hybrid schedule for staff

VI. New Business:

- a. Mask Mandate in place –
 - i. All faculty, staff, students, and visitors will be required to wear a mask in indoor public spaces starting Aug 10.
 - ii. Both instructors and students, regardless of vaccination status, will be required to wear face coverings in all classrooms and laboratories when classes begin Aug 23.
 - iii. Mask requirement does not apply to private work places, such as any office, work area, or employment meeting space that is not open to the public.
- b. Vaccines – staff are not required to be vaccinated at 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.
 - i. <https://ready.vt.edu/vaccinations.html>
 - ii. All students, faculty and staff that are not fully vaccinated will be required to participate in mandatory testing once a week.
- c. Parking Services –
 - i. Staff parking permits available for sale/renewal as of July 26, 2021 - \$375 annual rate
 - 1. payroll deduction - \$25/pay period – 15 equal payments between Sept 16 – April 16
 - ii. \$30 remote parking lot passes offered. Shuttles run regularly to connect to campus buildings.

VII. **College Association of Staff in Engineering** Committee Feedback/Updates:

- a. Resources Committee – Jamie Archual: No update at this time
- b. Engagement Committee - Lee Bishop: Distribution of welcome gifts is ongoing. Melissa Nipper: completed the CASE flyer and included hyperlinks.
- c. Outreach Committee – Alicia Sutherland/Debbie Collins: not present but group discussed departments taking part in Little Free Pantry by filling existing locations
- d. Programs Committee – Erin Wilson: not present but group discussed possibly postponing Fall Tailgate event

VIII. **News:**

- a. Staff Performance Evaluations for COE are due October 1st to the Dean's office.

IX. Staff Senate Update: No update.

X. Next Meeting – Tuesday, September 14th, 2021 from 2:00 – 3:00pm Zoom/in person (TBD)

XI. Adjourn – at 2:55 pm.