

# CASE MEETING MINUTES

**Location:** Zoom Meeting

**Date:** Tuesday, December 14th, 2021

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

**Host:** Jody Humphreys

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

Alicia Sutherland	ECE
Amy Hill	MSE
Brad Reed	CHE
Brandy McCoy	Dean's Office
Christy Cumbia	CEE
Cristina Rosa Castaner	BEAM
Erin Wilson	AOE
Hope Lewis	ME
Jamie Archual	ME
Jody Humphreys	BEAM
Kim Grandstaff	MSE
Lee Bishop	Dean's Office
Margo Currie	EngEd
Melissa Nipper	BEAM
Michael Davis	CS
Miriam Snyder	ME
Nicole Akers	Deans Office
Nichole White	Dean's Office
Sarah Martin	CEE
Shelia Crow	BEAM

**Notified Absences:**

## 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

## V. Old Business

- a. Leave Usage – The last day to use your accrued 2021 leave is January 9, 2022. There are exceptions, but they are rarely used/approved. Link [here](#).
- b. COVID –
  - i. New employee requirements – must be completed prior to start date – vaccination proof or exemption form submitted

- ii. Exemptions – HR to confirm those with exemptions are in compliance with the required weekly testing
- iii. Winter break COVID testing – requirements have not been released yet
- iv. Hokie Wellness has COVID related mental health programs are available.

**VI. New Business:**

- a. Tiny Food Pantries –
  - i. Successful campaign – 6-7 boxes of donations were collected and delivered to the Lutheran Memorial Church
  - ii. Thank you to Debbie Collins for coordinating the collection and delivery of the donation.
  - iii. Thank you letter was received from the Church for the donation of food, toiletries, cleaning supplies and money.
- b. Hybrid CASE Meetings will begin January 2022. Goodwin location to be reassessed for member accessibility. Zoom links will be provided.
- c. Randolph Hall – Funding has been received. Building will be renamed after the donor – Mitchell Hall
- d. Brandy McCoy will serve as co-chair for the remainder of FY21-22, filling the seat vacated by Lance Yelton.

**VII. Committee Feedback/Updates:**

- a. Resources Committee – Jamie Archual: all gifts have been received. Radios will be preprogrammed prior to delivery.
  - i. Delivery Volunteers – Jamie Archual, Hope Lewis, Cristina Rosa Castaner, Melissa Nipper, Lee Bishop & Nicole Akers
- b. Engagement Committee - Lee Bishop: No News
- c. Outreach Committee – information above in New Business section
- d. Programs Committee – Erin Wilson: Hot Chocolate & Bagel Bar event on January 12<sup>th</sup> 9:30 to 10:30am
  - i. Location – Hancock Atrium
  - ii. Flyer to be distributed 12/20/21 and reminder on 1/5/21

**VIII. News:**

**IX. Staff Senate Update:** Completing roster update. New CASE representatives to be selected to fill 1 vacant seat – Hannah Parks & LeeAnn Ellis are current reps.

**X. Next Meeting** – Tuesday, January 11th, 2022 from 2:00 – 3:00pm - Hybrid meeting (location will be confirmed prior to meeting)

**XI. Adjourn** – at 2:45 pm.