CASE MEETING MINUTES

Location:  440 Goodwin Hall

Date:  Tuesday, July 09, 2019

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

Host:  Civil and Environmental Engineering

Case Reps:  
Those in attendance marked w/ a ✓

Jama Green – Rep  AOE ✓
Courtney Loan – Alt  AOE
Kelsey Wall – Alt  AOE
Erin Wilson – Rep.  AOE ✓
Beverly Williams – Alt  BEAM
Cristina Rose-Castaner – Rep.  BEAM ✓
Jody Humphreys – Rep  BEAM ✓
Melissa Nipper – Alt  BEAM
Tracy Smith – Alt  Beam ✓
Bonnie Franklin – Alt  CEE
Rachel Atwell – Rep  CEE ✓
Stacey Ratcliffe – Alt  ChemE
Andrea Linkous – Rep  ChemE ✓
Lee Bishop – Alt  COE ✓
Kristy Morrill – Rep  COE ✓
Teresa Hall – Rep  CS ✓
Melanie Darden – Alt  CS ✓
Michael Davis – Alt  CS ✓
Alicia Sutherland – Alt  ECE ✓
Debbie Collins – Rep  ECE ✓
Laura Villada – Rep  ECE
Hope House – Rep  EngEd ✓
Margo Currie – Alt  EngEd
Kathy Wilkes – Rep  ISE ✓
Hannah Parks – Alt  ISE
Jamie Archual – Rep  ME
Sara Phillips – Alt  ME ✓
Heather Whedbee – Alt  ME
Lori Andrews – Alt  MME
Gwen Davis – Rep  MME ✓
Amelia Hill – Rep  MSE
LeeAnn Ellis – Rep  MSE

I.  Call to order

Teresa Hall called the meeting to order at 2:01 pm.

II.  Welcome and Thank you for hosting – Civil & Environmental Engineering
III. **Introductions** – Name and Department

IV. **Approval of minutes from last meeting**

Minutes from the June meeting were approved by group. Please email the approved minutes to the staff in your department: [http://case.eng.vt.edu](http://case.eng.vt.edu)

V. **Old Business**

   a. Update from Resources Committee – Jamie Archual: Jamie is out on vacation, however please continue to seek people to participate for the database they are building. They need your name, email, and what you feel you are proficient in.

   b. Update from Engagement Committee – Kathy Wilkes: First CASE newsletter will be ready early/mid-August. Will be similar to VT News. Plan to make it exciting for staff and to promote our Facebook page.

   c. Update from Programs Committee and Outreach Committee – Stacey Ratcliffe and Kristy Morrill:

      i. Summer Social Event is August 1, 2019 from 12:30 pm – 3:30 pm on the Goodwin Lawn. The plan is to purchase yard games for CASE events so there will be no more renting from Aztec. Please send any ideas to Stacey and Andrea. Jama will provide music again. Jama is creating the flyer that will have an RSVP link on it. Once you check in, you will receive a lei to show that you have registered. There will be a 50/50 raffle this year, with the proceeds going to the NRV Agency on Aging.

VI. **New Business:**

   a. 2019-2020 CASE Officers

      i. Chair – Teresa Hall

      ii. Vice-Chair – Lee Bishop

      iii. Secretary – Sara Phillips

      iv. Communications Specialist – Jama Green

   b. Attendance to be recorded beginning August meeting. Please know that if you are not at the meetings, your department isn’t being represented.

VII. **Committee Break Out Sessions:**

VIII. **Staff Senate Update** – Please let Teresa know if you are interested in serving on Staff Senate. During the last meeting, Dr. Sands discussed the over enrollment and how the students will be accommodated at the VT Inn and the Holiday Inn. They are also adding extra beds to the dorm rooms. There is a housing shortage for faculty members as well.

IX. **Next Meeting** – Tuesday, August 13, 2019 from 2:00 – 3:00pm in Goodwin Hall, room 440 (Capsule) – Hosted by Materials Science and Engineering.

X. **Adjourn** – at 2:40 pm.