CASE MEETING MINUTES

Location: 440 Goodwin Hall

Date: Tuesday, September 10, 2019

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

Host: Industrial and Systems Engineering

Case Reps: Those in attendance marked w/ a ✓

- Jama Green – Rep AOE ✓
- Erin Wilson – Rep. AOE ✓
- Cristina Rose-Castaner – Rep. BEAM ✓
- Jody Humphreys – Rep BEAM ✓
- Melissa Nipper – Alt BEAM ✓
- Bonnie Franklin – Alt CEE ✓
- Rachel Atwell – Rep CEE ✓
- Stacey Ratcliffe – Alt ChemE ✓
- Andrea Linkous – Rep ChemE ✓
- Brad Reed – Alt 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 ✓
- Brandy McCoy – Alt 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 2:02 pm.

II. Welcome and Thank you for hosting – Industrial and Systems Engineering

III. Introductions – Name and Department
IV. Approval of minutes from last meeting

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

V. Old Business

a. Reminder – attendance is now being recorded as of the August meeting. Meetings are held the 2nd Tuesday of each month. If you will be unable to attend the monthly meeting, please let Teresa know.

VI. New Business:

a. CASE Retreat Survey – 8 voted yes and 2 voted no. This retreat will be open to reps and als. You must attend 9 meetings are more (the luncheon does count) to be eligible to attend. The idea is to work on team building activities/exercises and enjoy lunch together.

b. Teresa. a received great ideas and feedback. We must be mindful that not everyone can participate in every event. A suggestion was made to provide a few different options and break out into groups for the activities then all come back together for the meal.

VII. Committee Feedback/Updates:

a. Resources Committee: Email will be sent out by the end of today!

b. Engagement Committee: Entire committee met with Vicki Keith, new Program Support in BEAM and took her a welcome gift and introduced CASE. Also visited with Emily from AOE. The first newsletter has been sent out. Please provide feedback on it! Please let Lee know if there are any new hires in your department.

c. Outreach Committee: Working on new charity for Fall Tailgate event. Stay tuned!

d. Programs Committee: Erin Wilson is the new chair person. Fall Tailgate will be held on October 19 from 12 pm – 2 pm. A request has been made for a visit from the Hokie Bird. They will do another photo booth, this one will be VT themed. If you have any VT props for the photo booth, please let them know. Looking to do finger foods instead of hotdogs, menu still being worked out. Jamie will provide music again this year. Additional games will be added.

VIII. Committee Break Out Sessions

IX. Staff Senate Update: Due to time restrictions, no update was given at the meeting.

X. Next Meeting – Tuesday, October 8, 2019 from 2:00 – 3:00pm in Goodwin Hall, room 440 (Capsule) – Hosted by Chemical Engineering.

XI. Adjourn – at 3:01 pm.