CASE MEETING MINUTES

Location: 440 Goodwin Hall

Date: Tuesday, November 12, 2019

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

Host: Aerospace and Ocean Engineering

Case Reps: Those in attendance marked with 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

Lee Bishop called the meeting to order at 2:00 pm.

II. Welcome and Thank you for hosting – Aerospace and Ocean Engineering

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

Minutes from the October meeting were approved by Rachel, seconded by Lee. Please email the approved minutes to the staff in your department: http://case.eng.vt.edu

V. Old Business

a. Budd Group – trash is not being emptied, however bathrooms are cleaner. What options do we have? Take complaints to the Dean’s Office?

b. CASE Luncheon will be held at the Inn. More information to follow.

c. The Fall Kick-Off was held on Friday, October 18th. Lots of fun was had, the food was good, and the donations for the Montgomery County Animal Shelter was a huge success - $230 was collected in donations. Currently, ideas are being weighed for options for a welcome back from winter back gathering.

VI. Committee Feedback/Updates:

a. Resources Committee – many responses have been received for building the resources data base.

b. Engagement Committee – newsletter is on hold for a bit as Kathy is on maternity leave.

c. Outreach Committee – collections are underway for the Christmas Store. Jama will be sending a blanket email to be sent out to all departments as a reminder for what is needed and when it is due. Collection point is 215 Randolph Hall. The Agency for Aging is moving locations and is in need of helpers to get the gifts to the homes of the seniors. Please let Jamie know if you are available to help deliver. Also, if you wish to adopt a senior, please let Jamie know. And remember, these gifts need to be wrapped prior to drop off!

d. Programs Committee – Will meet at the end of November to plan for a Welcome Back from Winter Break gathering.

VII. Committee Break Out Sessions – N/A

VIII. Staff Senate Update: No update due to member being absent.

IX. Next Meeting – Tuesday, December 10 2019 from 2:00 – 3:00 pm in 440 Goodwin Hall – Hosted by Mining and Minerals Engineering. This will be our Holiday Celebration and we will do a cooking exchange.

X. Adjourn – at 2:50 pm.