I. Call to order

Andrea Linkous called the meeting to order at 2:00 pm.

II. Welcome and Thank you for hosting – Chemical Engineering Engineering

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

Minutes from the September 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. None.

VI. New Business:

a. Budd Group: Concerns have been brought up about the Budd Group and the lack of cleaning in Goodwin, Torgersen, Surge, and Pamplin continuing to be a problem. Who do we need to take our concerns to about this? The buildings are not clean, the trash is not being recycled, the bathrooms are not sanitary. With flu season coming, this needs to be of concern to not just the staff, but all who utilize our buildings.

b. CASE Lunch: Teresa has been looking at other venues to host the CASE luncheon in the Spring. If you have any ideas, please let her know.

VII. Committee Feedback/Updates:

a. Resources Committee: Jody Humphrey’s – reminder that an email went out that if you are willing to be a resource to others or new employees please let the committee know.

b. Engagement Committee: Hannah Parks on behalf of Lee Bishop – Committee visited Brad Reed in ChE and gave him a gym bag to welcome him to COE. He was very appreciative.

c. Outreach Committee: Jama Green – Animal donations are being collection. Sara will send out a reminder email.

   i. Holiday Drive: After the tailgate next week, we will have a flier to send out regarding supporting the Christmas Store. This will replace the Salvation Army Angel Tree. Departments will collect hats, scarves and gloves for either boys/girls and men/women. All will be asked to collect essentials such as soap, toothpaste, shampoo, etc. The flier will include a list of needed items. Collection will run Oct 21 – Nov 21. All donations need to be delivered to the Christmas Store by Nov 26.

d. Programs Committee: Erin Wilson – Tailgate is Friday, October 18th.

   i. We have checked with the event planning and facilities and the construction being done outside of Goodwin should be completed by early next week. Therefore, it should not affect our event.

   ii. If you have VT props, we still need them. Please bring them to Erin or let her know you have some to use.

   iii. Food: heavy hors d'oeuvres such as sausage balls, chicken salad, etc. If it is cold, hot cider will be provided.
VIII. Committee Break Out Sessions – N/A

IX. Staff Senate Update: Nothing new to report.

X. Next Meeting – Tuesday, November 12, 2019 from 2:00 – 3:00pm in Goodwin Hall, room 440 (Capsule) – Hosted by Aerospace and Ocean Engineering.

XI. Adjourn – at 2:50 pm.