CASE MEETING MINUTES

Location: 440 Goodwin Hall
Date: Tuesday, January 14, 2020
Time: 2:00-3:00 p.m.
Host: Electrical and Computer 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
- Brad Reed – Alt ChemE
- Lee Bishop – Alt COE
- Tracy Smith - Alt BEAM
- Melanie Darden – Alt CS
- Michael Davis – Rep CS
- Alicia Sutherland – Alt ChemE
- Hope House – Rep EngEd
- Debbie Collins – Rep ECE
- Margo Currie – Alt EngEd
- Kathy Wilkes – Rep ISE
- Hannah Parks – Alt ISE
- Jamie Archual – Rep ME
- Brandy McCoy – Alt ME
- Heather Whedbee – Alt ME
- Lori Andrews – Alt MME
- LeeAnn Ellis – Rep MSE
- Amelia Hill – Rep MSE
- Shelia Crowe – Guest BEAM

I. Call to order

Lee Bishop called the meeting to order at 2:02 pm.

II. Welcome and Thank you for hosting – Electrical and Computer Engineering – Debbie Collins and Alicia Sutherland

III. Introductions – Name and Department

IV. Approval of minutes from last meeting
Minutes from the December 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. Reminder – attendance is now being recorded as of the August meeting. Meetings are held the 2nd Tuesday of each month.

   b. CASE Luncheon held on May 12th.- Jamie will do welcome speech, Brandy McCoy will handle certificates for CASE. Discussions on this years gift from the College.

   c. BUDD Group – It seems as progress has been made since bringing up our concerns with the BUDD Group.

VI. **New Business:**

   a. Case Nomination Form – Cristina Castaner will send these out by February. Nominations will be sent to Lee Bishop, then will be selected by the award committee. Brandy McCoy will be chair of that committee.

   b. Michael Davis will be our Secretary moving forward.

VII. **Committee Feedback/Updates:**

   a. Resources Committee: No update.

   b. Engagement Committee: Newsletter - Timeframe in question for next issue. The Welcome Committee visited Shelia in BEAM.

   c. Outreach Committee: Positive feedback from both winter charities.

   d. Programs Committee: Welcome Back Social will be held on Friday January 17th. 48 people have RSVP’d Deans and Departments Heads have been invited. There will be doughnuts, bagels, and a hot chocolate bar.

VIII. **Committee Break Out Sessions**

IX. **News:**

   a. Dr. Westman from MME is stepping down as Department Head.

   b. BEAM has a fiscal technician position opening to replace Jody.

X. **Staff Senate Update**: No meeting, as of our meeting, next meeting will be 1/16/20.

XI. **Next Meeting** – Tuesday, February 11th, 2020 from 2:00 – 3:00pm in 440 Goodwin Hall-Hosted by Computer Science

XII. **Adjourn** – at 2:30 pm.