College Association for Staff in Engineering  
Meeting  
Tuesday, November 14, 2017  
3001 Torgersen Hall

1. **Attendance:**
   - AOE – Jama Green, Rep
   - ChemE – Stacey Ratcliff, Alternate
     - Tina Russell, Rep
   - CS – Teresa Hall, Rep
     - Andrea Linkous, Rep
   - ECE – Debbie Collins, Rep
     - Laura Villada, Rep
   - EngEd – Sue Teel, CSPA Rep/Staff Senate Alternate
   - ISE – Rhonda Hawley, Rep
   - ME – Jamie Archual, Rep
     - Elizabeth Joslin, Rep
     - Lance Yelton, Alternate
   - MME – Gwen Davis, Rep
     - Carol Trutt, Alternate
   - MSE – LeeAnn Ellis, Rep/CSPA Rep
     - Amy Hill, Rep

2. **Call to Order:**
   Andrea Linkous, CASE Chair, called the meeting to order at 12:05pm.

3. **Approval of Minutes from Last Meeting:**
   Minutes from the October meeting were approved by Andrea Linkous. Please email the approved minutes to the staff in your department: [http://case.eng.vt.edu](http://case.eng.vt.edu)

4. **Guest Speaker:**
   No guest speaker this month.

5. **Old Business:**
   Donations for the Thanksgiving basket drive for the Agency on Aging were collected today. Enough items were collected to put together 32 baskets for local seniors (including the monetary donations which were used to buy whatever had not already been supplied).

   The staff welcome-back event planning continued. The event, which will take place between holiday break and the start of Spring 18 semester, will be held in the Goodwin Atrium (with Hancock Hall as an alternative location if Goodwin isn’t available). It will be a morning gathering, fairly casual, with donuts, hot cocoa, and coffee, and will last approximately one hour. An official date will be determined later.

6. **New Business:**
   Committees were suggested for both the senior Christmas gift drive and the Salvation Army Angel Tree drive. The committees will coordinate each drive, determining a central place to store all donations (a larger space will be especially important for the Angel Tree drive, where gifts can be fairly large in size) and making sure that all gifts are labeled clearly. Jamie Archual volunteered to chair the senior gift drive and Teresa Hall will be the Angel Tree chair. Jama Green volunteered to design flyers for both drives. It
was decided that Goodwin Hall would be the best central location to collect all the gifts for seniors (with a specific room to be determined later).

The CASE Holiday Potluck will be during our next meeting on Dec. 12. Dean Julia Ross will attend, as well as Drs. Ed Nelson and Glenda Scales. It was proposed that Dean Ross might be asked to give a brief “state of COE” talk at the potluck, and perhaps give her perspective of the college at the end of her first full semester at VT. She will also be asked to give suggestions as to how CASE can better support all COE staff (which was one of the major concerns in the staff survey).

The staff survey results committee will meet in December to plan a meeting to discuss the results with Dean Ross later in the spring semester. Members of the committee are Jamie, Andrea Linkous, Jama Green, Rhonda Hawley, and Sue Teel. Other CASE members are welcome to attend as well.

It was decided that all staff should be solicited to help choose a potential guest speaker to invite during spring semester. A survey with a few choices will be sent out at a later date.

Lance Yelton gave a brief update on the last Staff Senate meeting. He added that all those who would like to attend the next meeting but are not able to physically go can view it via WebEx (this is an option that has just recently been introduced). However, Jamie also announced that WebEx will no longer be used by the university (it will gradually be made unavailable with complete exit later in spring). A possible replacement service is Zoom.

The meeting was adjourned at 1:02pm.

Next CASE meeting: December 12 (Holiday Potluck) at SPACE @VT, 1901 Innovation Dr., Suite 1000 (hosted by ECE).