1. **Attendance:**
   BEAM – Cristina Rosa Castaner, Rep  
   Beverly Williams, Alternate/Staff Senate Alternate  
   ChemE – Stacey Ratcliff, Alternate  
   Tina Russell, Rep  
   CEE – Bonnie Franklin, Rep  
   CS – Teresa Hall  
   Andrea Linkous, Rep  
   COE – Sally Shupe, Alternate  
   ECE – Debbie Collins, Rep  
   EngEd – Sue Teel, CSPA Rep/Staff Senate Alternate  
   ISE – Rhonda Hawley, Rep  
   ME – Jamie Archual, Rep  
   Elizabeth Joslin, Rep  
   ME-CVESS – Sara Vallejo, Alternate  
   MSE – LeeAnn Ellis, Rep/CSPA Rep  
   Amelia Hill, Rep  

2. **Call to Order:**
   Andrea Linkous, CASE Chair, called the meeting to order at 12:10pm.  

3. **Approval of Minutes from Last Meeting:**
   Minutes from the August 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:**
   COE staff survey results were discussed. It was noted that many of the staff members who made negative comments typically do not participate in CASE events. One suggestion that was considered was to promote more participation/interaction with the staff in the National Capital Region. Creating a CASE branch at the northern Virginia campus is one option, as well as having our local CASE meetings made available via WebEx. It was suggested that CASE members discuss the survey results in their respective departments’ staff meetings (however, some departments do not have regular staff meetings; it might be worth mentioning to the dean’s office that regular department staff meetings should be encouraged). Some comments from the survey were specific to individual departments, which makes them out of bounds for CASE consideration. These suggestions could be referred to the dean’s office but it is likely that it would be referred back to the department because it is under their domain.  

   As many people in departments are not familiar with who their CASE reps might be or what they do in their jobs, someone (?) suggested adding short biographies/job duty descriptions for each member to the CASE website.
The CASE by-laws were updated by Sue Teel and LeeAnn Ellis. The updates mostly consist of clarification of wording but also include adding information on the CASE website and our annual events. More information is needed about the awards that are given each year at the end-of-year luncheon.

Our fall break hot dog tailgate is scheduled for Friday, October 13. It will again be held on the lawn of Goodwin Hall. Volunteers are needed to serve on the committee that will handle organizing the tailgate (getting food, supplies, games, etc.). Andrea Linkous will check with Hethwood Market about possibly catering the event. Invitations will be limited to staff, COE deans, and department heads (students were invited to last spring’s ice cream social but this was not recommended for the tailgate). To increase visibility, a banner may be ordered/created to display for the tailgate as well as other future events.

6. **New Business:**
When promoting the tailgate, we will request that staff bring canned goods to include in Thanksgiving baskets. Last year the baskets were prepared and given to families of Prices Fork Elementary students but we are looking at the possibility of doing it for local senior citizens this year. Jamie Archual will contact the Agency on Aging, Amy Hill will contact the Montgomery County food bank and United Way, and Rhonda Hawley will contact Fieldstone United Methodist Church for more information on their respective food drives.

The Senior Angel gift drive planning is scheduled for the next CASE meeting, as well as the chili cookoff (if we still plan to have it).

CASE is allowed three Staff Senate representatives but currently there are only two (the number of alternates is unlimited). More information about senator terms and elections is needed so that it can be addressed at October’s meeting.

The meeting was adjourned at 1:10pm.

Next CASE meeting: October 10