College Association for Staff in Engineering  
Meeting  
Tuesday, March 13, 2018  
310 Kelly Hall

1. **Attendance:**
   AOE – Jama Green, Rep  
   Kelsey Wall, Rep  
   Erin Wilson, Alternate  
   BEAM – Melissa Nipper, Alternate  
   Cristina Rosa-Castaner, Rep  
   Beverly Williams, Alternate/Staff Senate Alternate  
   CEE – Rachel Hill, Alternate  
   Shelly Key, Alternate  
   ChemE – Stacey Ratcliffe, Alternate  
   Tina Russell, Rep  
   COE – Lee Bishop, Rep  
   April Keene, Alternate  
   CS – Teresa Hall, Alternate  
   Andrea Linkous, Rep  
   ISE – Rhonda Hawley, Rep  
   ME – Jamie Archual, Rep  
   Sara Vallejo, Alternate  
   Lance Yelton, Alternate  
   MME – Gwen Davis, Rep  
   MSE – LeeAnn Ellis, Rep/CSPA rep/Staff Senate  
   Amy Hill, Rep

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

3. **Approval of Minutes from Last Meeting:**
   Minutes from the February 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:**
   The meeting with Dean Ross went well. She made several suggestions for things CASE can do. She suggested sending event emails to department heads to distribute. She also said we should focus on our roles in CASE and not focus so much on staff complaints that are out of our area of influence. Andrea, Jamie, and Jody will attend the COE Administrators meeting on May 3 to present CASE goals and topics of interest (give any ideas you may have to Andrea prior to May 3). Dean Ross passed along a suggestion from Dr. Nelson that we should contact Angela Mills for networking tips as well as having a resource for events. She also suggested inviting staff from individual departments (that are not members of CASE) to sit in on meetings so that they can get a better idea of what we do.

The ice cream social is tentatively scheduled for the end of July, to be held on the Goodwin lawn. A potential date is Wednesday, July 25, 12:30-3:30. Due to a lack of
options, we expect to work with Aztec Rentals again, but we will work on improving communications between us. Possible demonstrations/guests include VT Police (see about a “drunk googles” demo), Hokie Bird, someone from Ware Lab, UOPD, Hokie Wellness, Women’s Center, and Angela Mills from COE. Members should start gathering possible department items to use for giveaways in swag bags. We will again have a dunking booth with donations going to area seniors. Dean Ross will participate but should be first up. We will also use the Freedom First ice cream truck again. Several ideas were brought up to encourage staff participation in different departments, including a competition for which department has the most staff members in attendance, and penny jar wars (each department having a penny jar at the social). It was suggested that we accept donations of goods (rather than money) in exchange for balls to throw in the dunking booth. Cristina volunteered to help create a flyer to advertise the event.

6. **New Business:**
   Sue Teel has moved to a position in HR and is no longer a member of CASE. Linda Hazelwood will fill her position for the rest of the year. Andrea Linkous is moving from CS to ChemE in two weeks.

   Employee Recognition nominations are due Monday, March 19. Members were advised to send a reminder to department faculty, staff, wage workers, and students.

   Jeri Baker from Parking Services will come speak at our meeting next month. Reps should solicit staff for questions to give to Jeri prior to the meeting.

   Staff Senate updates from Feb. 15 meeting: the Board of Visitors rector was the guest speaker and gave general information about what the BOV does. Attendees stressed to the rector the importance of recognizing staff achievement and value.

   The meeting was adjourned at 1:04 pm.

Next CASE meeting: April 10