1. **Attendance:**
   - AOE – Mary Denmon, Rep
   - Kelsey Wall, Rep
   - BEAM – Jody Humphreys, Alternate
     - Melissa Nipper, Alternate
     - Cristina Rosa-Castaner, Rep
     - Beverly Williams, Alternate, Staff Senate Alternate
   - ChemE – Stacey Ratcliffe, Alternate
     - Tina Russell, Rep
   - COE – Lee Bishop, Rep
   - CS – Teresa Hall, Rep
   - Andrea Linkous, Alternate
   - EngEd – Sue Teel, CSPA Rep/Staff Senate Alternate
   - ISE – Rhonda Hawley, Rep
   - Hannah Parks, Alternate/Staff Senate Rep
   - ME – Jamie Archual, Rep
   - Elizabeth Joslin, Rep
   - Sara Vallejo, Alternate
   - Lance Yelton, Alternate
   - ME-CEHMS – Lauren Mills, Alternate
   - MME – Gwen Davis, Rep
   - Carol Trutt, Alternate
   - MSE – LeeAnn Ellis, Rep/CSPA Rep
   - Amelia Hill, Rep

2. **Call to Order:**
   Jamie Archual opened the meeting on behalf of Linda Hazlewood, the outgoing CASE chair who was unable to attend. At 12:00pm, the meeting was officially called to order by Andrea Linkous, new CASE chair.

3. **Approval of Minutes from Last Meeting:**
   There were no minutes from the last meeting to approve.

4. **Guest Speaker:**
   There was no guest speaker this month.

5. **Old Business:**
   It was announced that the Ice Cream Social raised just under $300.

6. **New Business:**
   The incoming Dean of COE, Julia Ross, has been invited to meet with CASE. The meeting will be on Wednesday, August 9 from 1:30-2:30pm in 440 Goodwin Hall (the “pod” room). There was discussion about whether to make the meeting open to all COE staff. However, it was decided that it would be more appropriate to invite her to the COE tailgate later in the year and have a more formal meeting with CASE members.
Last year’s CASE theme was Ut Prosim; several ideas were offered for this year’s theme, including retaining Ut Prosim. No final decision was made and the matter was tabled for our next meeting.

Overview of 2017-2018 CASE events:
Tailgate
Angel Tree
Chili Cookoff
Thanksgiving event (to be determined at a later date)

As has been discussed before, it was suggested that CASE should send a survey to COE staff asking for guidance on what they would like us to do. It is not clear that staff has a good idea of what CASE does throughout the year so it was proposed that we also send an update which includes our mission statement. Members were asked to submit possible questions for the survey to Andrea.

The meeting was adjourned at 1:00pm.

Next CASE meeting: August 8 (hosted by MSE)