

# CASE MEETING MINUTES

**Location:** 440 Goodwin Hall

**Date:** Tuesday, March 10, 2020

**Time:** 2:00-3:00 p.m.

**Host:** Biomedical Engineering and Mechanics

<b>Case Reps:</b> <b>Those in attendance marked w/a</b> 	Jama Green – Rep	AOE	
	Erin Wilson – Rep.	AOE	
	Cristina Rosa Castañer – Rep.	BEAM	
	Jody Humphreys – Rep	BEAM	
	Melissa Nipper – Alt	BEAM	
	Tracy Smith - Alt	BEAM	
	Bonnie Franklin – Alt	CEE	
	Rachel Atwell – Rep	CEE	
	Stacey Ratcliffe – Alt	ChemE	
	Brad Reed – Alt	ChemE	
	Lee Bishop – Alt	COE	
	Melanie Darden – Alt	CS	
	Michael Davis – Rep	CS	
	Alicia Sutherland – Alt	ECE	
	Debbie Collins – Rep	ECE	
	Hope House – Rep	EngEd	
	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		

## I. Call to order

- Lee Bishop called the meeting to order at 2:03 pm

## II. Welcome and Thank you for hosting

- Biomedical Engineering and Mechanics (BEAM): Cristina Rosa Castañer, Jody Humphreys and Melissa Nipper

## III. Introductions

- No introductions were made since there were no new attendees

#### **IV. Approval of minutes from last meeting**

- Corrections to February meeting minutes were discussed and approved by the committee. Please email the approved minutes to the staff in your department: <http://case.eng.vt.edu>

#### **V. Old Business**

- a. CASE luncheon, scheduled for Tuesday, May 12, 2020 (*now cancelled*), was discussed:

- Photos: Peter Means
- Plaques: Jama Green – just waiting on names
- Speech: Jamie Archual – in the review process
- Certificates: Brandy McCoy
- Donation Box: Hope House
- CASE Flag: Lee Bishop
- Award Letter from the Dean: Lee Bishop
- Poster: Jamie Archual/Melissa Nipper – Photos of year's events have been uploaded on CASE Google Drive, with additional photos located on CASE Facebook site. Melissa will update all photos and design; Jamie will make arrangements to print the posters.
- Hyperlink: Lee Bishop
- Menu: Lee Bishop – has been selected
- Charity: Micah's Backpack
- Arrangements are being taken care of by Lee Bishop. Follow-up to take place in early May.
- Gifts for Luncheon: Lee Bishop

- b. Nominations deadline March 20th – Only two nominations for administrative award; no nominations for technical. Dean Ross sent several reminders out and Jama posted it on Facebook. (This deadline was extended to 3/30 by Dr. Julia Ross, due to COVID-19)

#### **VI. New Business:**

- a. Discussion on possible guest speakers: A number of possibilities include, an HR employee – possibly Vice President for Human Resources, Bryan Garey (Lee will follow-up)/Henry Yampolsky? Marsha McKay at the old

UOPD program. Please brainstorm on other potential speakers to consider.

- b. BUDD Group – Majority agreed that Associate Director of Facilities Ops, Greg Canaday, should be invited for discussion on housekeeping and new cleaning procedures for the COVID-19 virus.

**VII. Committee Feedback/Updates:**

- a. Jamie discussed/emailed the link to the online spreadsheet located on for staff help. Please review and update as necessary.
- b. Engagement Committee: Kathy is back from leave and mentioned of at least 4 new hires that the committee will reach out to soon. They are also making plans to continue creating the newsletter now that things are back on schedule.
- c. Outreach Committee: Plan to continue with Micah’s backpack. There is also a Super Senior program associated with Micah’s platform, but not making any changes at this time. Too late to consider for May, so will revisit this for the fall.
- d. Programs Committee: Nothing at this time.

**VIII. Committee Break Out Sessions**

- No breakout sessions were in process at this meeting.

**IX. News:**

- a. Some positions have now been filled.
- b. New ones have become available that are new a within the college.

**X. Staff Senate Update:**

- No Staff Senate Updates-No representative present at the meeting

**XI. Next Meeting:**

- Tuesday, April 14th, 2020, 2-3:00pm, Zoom online meeting. Hosted by Lee Bishop w/Dean’s Office

**XII. Adjourn**

- The meeting adjourned at 3:08 pm.

