



















CASE MEETING MINUTES

Location: 440 Goodwin Hall
Date: Tuesday, July 09, 2019
Time: 2:00-3:00 p.m.
Host: Civil and Environmental Engineering

Case Reps: Those in attendance marked w/ a 	Jama Green – Rep	AOE	
	Courtney Loan – Alt	AOE	
	Kelsey Wall – Alt	AOE	
	Erin Wilson – Rep.	AOE	
	Beverly Williams – Alt	BEAM	
	Cristina Rose-Castaner – 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	
	Andrea Linkous – Rep	ChemE	
	Lee Bishop – Alt	COE	
	Kristy Morrill – Rep	COE	
	Teresa Hall – Rep	CS	
	Melanie Darden – Alt	CS	
	Michael Davis – Alt	CS	
	Alicia Sutherland – Alt	ECE	
	Debbie Collins – Rep	ECE	
	Laura Villada – Rep	ECE	
	Hope House – Rep	EngEd	
	Margo Currie – Alt	EngEd	
	Kathy Wilkes – Rep	ISE	
	Hannah Parks – Alt	ISE	
	Jamie Archual – Rep	ME	
	Sara Phillips – Alt	ME	
	Heather Whedbee – Alt	ME	
Lori Andrews – Alt	MME		
Gwen Davis – Rep	MME		
Amelia Hill – Rep	MSE		
LeeAnn Ellis – Rep	MSE		

I. Call to order

Teresa Hall called the meeting to order at 2:01 pm.

II. Welcome and Thank you for hosting – Civil & Environmental Engineering

III. Introductions – Name and Department

IV. Approval of minutes from last meeting

Minutes from the June meeting were approved by group. Please email the approved minutes to the staff in your department: <http://case.eng.vt.edu>

V. Old Business

- a. Update from Resources Committee – Jamie Archual: Jamie is out on vacation, however please continue to seek people to participate for the database they are building. They need your name, email, and what you feel you are proficient in.
- b. Update from Engagement Committee – Kathy Wilkes: First CASE newsletter will be ready early/mid-August. Will be similar to VT News. Plan to make it exciting for staff and to promote our Facebook page.
- c. Update from Programs Committee and Outreach Committee – Stacey Ratcliffe and Kristy Morrill:
 - i. Summer Social Event is August 1, 2019 from 12:30 pm – 3:30 pm on the Goodwin Lawn. The plan is to purchase yard games for CASE events so there will be no more renting from Aztec. Please send any ideas to Stacey and Andrea. Jamie will provide music again. Jama is creating the flyer that will have an RSVP link on it. Once you check in, you will receive a lei to show that you have registered. There will be a 50/50 raffle this year, with the proceeds going to the NRV Agency on Aging.

VI. New Business:

- a. 2019-2020 CASE Officers
 - i. Chair – Teresa Hall
 - ii. Vice-Chair – Lee Bishop
 - iii. Secretary – Sara Phillips
 - iv. Communications Specialist – Jama Green
- b. Attendance to be recorded beginning August meeting. Please know that if you are not at the meetings, your department isn't being represented.

VII. Committee Break Out Sessions:

VIII. Staff Senate Update – Please let Teresa know if you are interested in serving on Staff Senate. During the last meeting, Dr. Sands discussed the over enrollment and how the students will be accommodated at the VT Inn and the Holiday Inn. They are also adding extra beds to the dorm rooms. There is a housing shortage for faculty members as well.

IX. Next Meeting – Tuesday, August 13, 2019 from 2:00 – 3:00pm in Goodwin Hall, room 440 (Capsule) – Hosted by Materials Science and Engineering.

X. Adjourn – at 2:40 pm.