













CASE MEETING MINUTES

Location: 440 Goodwin Hall
Date: Tuesday, February 11 , 2020
Time: 2:00-3:00 p.m.
Host: Computer Science

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

I. Call to order

Lee Bishop called the meeting to order at 2:01 pm.

II. Welcome and Thank you for hosting – Computer Science, Michael Davis and Melanie Darden

III. Introductions – Name and Department

IV. Approval of minutes from last meeting

Minutes from the previous meeting reflecting the month were updated, and were approved by group. Please email the approved minutes to the staff in your department: <http://case.eng.vt.edu>

V. Old Business

- a. Reminder – attendance is now being recorded as of the August meeting. Meetings are held the 2nd Tuesday of each month.
- b. CASE Luncheon held on May 12th- Jamie will do welcome speech, Brandy McCoy will handle certificates for CASE. Discussions on this year's gift from the College.

VI. New Business:

- a. Discussed the welcome back social, its success, and things to improve it.
- b. Discussions on having speakers for staff come into the college.
- c. Question on the role of an alternate being on a committee. Answer- Reps are expected to be on a committee and participate; alternates are not, but encouraged to come and participate in any way they feel led.
- d. Discussed and finalizing decisions on the Case Lunch in May.
 1. Case voted to ask Peter Means to take pictures.
 2. Jama Green will handle plaques for award winners.
 3. Lee Bishop will take care of hyperlink for RSVP.
 4. The charity will be "Micah's Back Pack ", which the outreach committee will handle.
 5. Jamie Archual is working on the speech for this year, and we as a group are making sure the event is seamless in its transitions.
 6. Jamie Archual will print out different posters for the event to show our past year.
 7. Inn contract is complete, and all food arrangements are finalized and were discussed.
 8. Lee Bishop will handle the yearly gift.
 9. Reminder the 20th of March is the deadline for nominations.
 10. Discussed other ways to improve the event.

VII. Committee Feedback/Updates:

- a. Resources Committee: Heather Whedbee has stepped down from CASE, but Jamie is going to finalize their project on a contact list for expertise. Updates on Agency on Aging: very positive feed back, looking at ways to improve the process of the gift giving. Discussed options to help staff use the community service hours given to them each year.
- b. Engagement Committee: No new Staff came into department, but Kathy Wilkes will be back soon to continue the news letter.
- c. Outreach Committee: Micah's Back Pack charity drive, will be in May.
- d. Programs Committee: Welcome Back Social updates and discussions. Positive response, ways to improve were discussed as well.

VIII. Committee Break Out Sessions

IX. News:

- a. BEAM will have a new fiscal tech, now that the posting is closed.

X. Staff Senate Update: updates from discussions on the new information from the college and continuations of talks of ongoing projects, and talks of ways to bring more value to staff.

XI. Next Meeting – Tuesday, March 10th, 2020 from 2:00 – 3:00pm in 440 Goodwin Hall- Hosted by BEAM

XII. Adjourn – at 3:09 – Lee Bishop.