


# CASE MEETING MINUTES

**Location:** 440 Goodwin Hall  
**Date:** Tuesday, September 10, 2019  
**Time:** 2:00-3:00 p.m.  
**Host:** Industrial and Systems Engineering

<b>Case Reps:</b>	Jama Green – Rep	AOE	✓
<b>Those in attendance marked w/ a</b>	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	✓
	Andrea Linkous – Rep	ChemE	✓
	Brad Reed – Alt	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	✓
	Brandy McCoy – Alt	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 2:02 pm.

**II. Welcome and Thank you for hosting** – Industrial and Systems Engineering

**III. Introductions** – Name and Department

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

Minutes from the August 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. Reminder – attendance is now being recorded as of the August meeting. Meetings are held the 2<sup>nd</sup> Tuesday of each month. If you will be unable to attend the monthly meeting, please let Teresa know.

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

- a. CASE Retreat Survey – 8 voted yes and 2 voted no. This retreat will be open to reps and alts. You must attend 9 meetings are more (the luncheon does count) to be eligible to attend. The idea is to work on team building activities/exercises and enjoy lunch together.
- b. Teresa. a received great ideas and feedback. We must be mindful that not everyone can participate in every event. A suggestion was made to provide a few different options and break out into groups for the activities then all come back together for the meal.

#### **VII. Committee Feedback/Updates:**

- a. Resources Committee: Email will be sent out by the end of today!
- b. Engagement Committee: Entire committee met with Vicki Keith, new Program Support in BEAM and took her a welcome gift and introduced CASE. Also visited with Emily from AOE. The first newsletter has been sent out. Please provide feedback on it! Please let Lee know if there are any new hires in your department.
- c. Outreach Committee: Working on new charity for Fall Tailgate event. Stay tuned!
- d. Programs Committee: Erin Wilson is the new chair person. Fall Tailgate will be held on October 19 from 12 pm – 2 pm. A request has been made for a visit from the Hokie Bird. They will do another photo booth, this one will be VT themed. If you have any VT props for the photo booth, please let them know. Looking to do finger foods instead of hotdogs, menu still being worked out. Jamie will provide music again this year. Additional games will be added.

#### **VIII. Committee Break Out Sessions**

- IX. Staff Senate Update:** Due to time restrictions, no update was given at the meeting.
- X. Next Meeting** – Tuesday, October 8, 2019 from 2:00 – 3:00pm in Goodwin Hall, room 440 (Capsule) – Hosted by Chemical Engineering.
- XI. Adjourn** – at 3:01 pm.