
















CASE MEETING MINUTES

Location: 440 Goodwin Hall
Date: Tuesday, November 12, 2019
Time: 2:00-3:00 p.m.
Host: Aerospace and Ocean Engineering

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	
	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

Lee Bishop called the meeting to order at 2:00 pm.

II. Welcome and Thank you for hosting – Aerospace and Ocean Engineering

III. Introductions – Name and Department

IV. Approval of minutes from last meeting

Minutes from the October meeting were approved by Rachel, seconded by Lee. Please email the approved minutes to the staff in your department: <http://case.eng.vt.edu>

V. Old Business

- a. Budd Group – trash is not being emptied, however bathrooms are cleaner. What options do we have? Take complaints to the Dean's Office?
- b. CASE Luncheon will be held at the Inn. More information to follow.
- c. The Fall Kick-Off was held on Friday, October 18th. Lots of fun was had, the food was good, and the donations for the Montgomery County Animal Shelter was a huge success - \$230 was collected in donations. Currently, ideas are being weighed for options for a welcome back from winter back gathering.

VI. Committee Feedback/Updates:

- a. Resources Committee – many responses have been received for building the resources data base.
- b. Engagement Committee – newsletter is on hold for a bit as Kathy is on maternity leave.
- c. Outreach Committee – collections are underway for the Christmas Store. Jama will be sending a blanket email to be sent out to all departments as a reminder for what is needed and when it is due. Collection point is 215 Randolph Hall. The Agency for Aging is moving locations and is in need of helpers to get the gifts to the homes of the seniors. Please let Jamie know if you are available to help deliver. Also, if you wish to adopt a senior, please let Jamie know. And remember, these gifts need to be wrapped prior to drop off!
- d. Programs Committee – Will meet at the end of November to plan for a Welcome Back from Winter Break gathering.

VII. Committee Break Out Sessions – N/A

VIII. Staff Senate Update: No update due to member being absent.

IX. Next Meeting – Tuesday, December 10 2019 from 2:00 – 3:00 pm in 440 Goodwin Hall – Hosted by Mining and Minerals Engineering. This will be our Holiday Celebration and we will do a cooking exchange.

X. Adjourn – at 2:50 pm.