

CASE MEETING MINUTES

Location: 145 Goodwin Hall

Date: Tuesday, August 13, 2019

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

Host: Materials Science and Engineering (MSE)

CASE Reps: ☺ Signifies Attendance

Jama Green – Rep	AOE	☺
Erin Wilson – Rep.	AOE	☺
Beverly Williams – Alt	BEAM	
Cristina Rosa-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	CHE	
Andrea Linkous – Rep	CHE	☺
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	EngE	☺
Margo Currie – Alt	EngE	
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 – Alt	MSE	

- I. **Call to order** - Teresa Hall called the meeting to order at 2:07pm.
- II. **Welcome and Thank you for hosting** – Materials Science and Engineering (MSE)
- III. **Introductions** – Name and Department
- IV. **Approval of minutes from last meeting** - Minutes from the July 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 – No report
 - b. Update from Engagement Committee – Kathy Wilkes: First CASE Newsletter will be ready by 8/14/19 for review by committee. Once approved the Newsletter will be sent to Barbara Crawford to distribute to Engineering staff. Two new staff employees from Aerospace and Ocean Engineering (AOE) were given a “welcome” gift and information regarding CASE.
 - c. Update from Programs Committee – Andrea Linkous: Discussion ensued concerning our recent Summer Social Event (held on August 1, 2019 from 12:30 - 3:30pm on Goodwin Lawn) to ensure our next event will go even smoother. Top comments were: our flyer looked great, the photo booth was fun, games were great, music was fantastic, need to reserve the atrium so Goodwin Hall is not having multiple events, more canopies, possible alternating bingo as an activity and it was crazy HOT. ☺
 - d. Update from Outreach Committee – No report
 - e. For Engineering staff who attend nine or more CASE meetings, they will have the opportunity to attend/participate in a special event (TBD). This special event is to entice staff to participate. Our by-laws might be changed to incorporate this incentive. Additional dialogue is needed before making changes.
 - f. Departments should have a link to CASE’s website on their site.
- VI. **Staff Senate Update** – During the last meeting, there was

discussion regarding charitable activities and the responsibilities of staff senators. The next meeting will be held on 8/15/19 from 12:00 – 1:00pm in 2470 North End Center (NEC) – Guest Speaker is Ellen Plummer. She will speak on Governance.

VII. **New Business** – None

VIII. **Next Meeting** – Tuesday, September 10, 2019 from 2:00 – 3:00pm in Goodwin Hall, room 440 (capsule) – Hosted by Industrial and Systems Engineering (ISE).

IX. **Adjourn** – at 2:59pm