

# 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

Andrea Linkous called the meeting to order at 2:00 pm.

## II. Welcome and Thank you for hosting – Chemical Engineering Engineering

## III. Introductions – Name and Department

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

Minutes from the September 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. None.

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

- a. Budd Group: Concerns have been brought up about the Budd Group and the lack of cleaning in Goodwin, Torgersen, Surge, and Pamplin continuing to be a problem. Who do we need to take our concerns to about this? The buildings are not clean, the trash is not being recycling, the bathrooms are not sanitary. With flu season coming, this needs to be of concern to not just the staff, but all who utilize our buildings.
- b. CASE Lunch: Teresa has been looking at other venues to host the CASE luncheon in the Spring. If you have any ideas, please let her know.

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

- a. Resources Committee: Jody Humphrey's – reminder that an email went out that if you are willing to be a resource to others or new employees please let the committee know.
- b. Engagement Committee: Hannah Parks on behalf of Lee Bishop – Committee visited Brad Reed in ChE and gave him a gym bag to welcome him to COE. He was very appreciative.
- c. Outreach Committee: Jama Green – Animal donations are being collection. Sara will send out a reminder email.
  - i. Holiday Drive: After the tailgate next week, we will have a flier to send out regarding supporting the Christmas Store. This will replace the Salvation Army Angel Tree. Departments will collect hats, scarves and gloves for either boys/girls and men/women. All will be asked to collect essentials such as soap, toothpaste, shampoo, etc. The flier will include a list of needed items. Collection will run Oct 21 – Nov 21. All donations need to be delivered to the Christmas Store by Nov 26.
- d. Programs Committee: Erin Wilson – Tailgate is Friday, October 18<sup>th</sup>.
  - i. We have checked with the event planning and facilities and the construction being done outside of Goodwin should be completed by early next week. Therefore, it should not affect our event.
  - ii. If you have VT props, we still need them. Please bring them to Erin or let her know you have some to use.
  - iii. Food: heavy hors d'oeuvres such as sausage balls, chicken salad, etc. If it is cold, hot cider will be provided.

**VIII. Committee Break Out Sessions** – N/A

**IX. Staff Senate Update:** Nothing new to report.

**X. Next Meeting** – Tuesday, November 12, 2019 from 2:00 – 3:00pm in Goodwin Hall, room 440 (Capsule) – Hosted by Aerospace and Ocean Engineering.

**XI. Adjourn** – at 2:50 pm.



**College Association of Staff in Engineering**