

CASE MEETING MINUTES

Location: 440 Goodwin Hall
Date: Tuesday, January 14, 2020
Time: 2:00-3:00 p.m.
Host: Electrical and Computer Engineering

Case Reps:	Jama Green – Rep	AOE	✓
Those in attendance marked w/ a	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 2:02 pm.

II. **Welcome and Thank you for hosting** – Electrical and Computer Engineering – Debbie Collins and Alicia Sutherland

III. **Introductions** – Name and Department

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

Minutes from the December 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 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 years gift from the College.
- c. BUDD Group – It seems as progress has been made since bringing up our concerns with the BUDD Group.

VI. New Business:

- a. Case Nomination Form – Cristina Castaner will send these out by February. Nominations will be sent to Lee Bishop, then will be selected by the award committee. Brandy McCoy will be chair of that committee
- b. Michael Davis will be our Secretary moving forward.

VII. Committee Feedback/Updates:

- a. Resources Committee: No update.
- b. Engagement Committee: Newsletter - Timeframe in question for next issue. The Welcome Committee visited Shelia in BEAM.
- c. Outreach Committee: Positive feedback from both winter charities.
- d. Programs Committee: Welcome Back Social will be held on Friday January 17th. 48 people have RSVP'd Deans and Departments Heads have been invited. There will be doughnuts, bagels, and a hot chocolate bar.

VIII. Committee Break Out Sessions

IX. News:

- a. Dr. Westman from MME is stepping down as Department Head.
- b. BEAM has a fiscal technician position opening to replace Jody.

X. Staff Senate Update: No meeting, as of our meeting, next meeting will be 1/16/20.

XI. Next Meeting – Tuesday, February 11th, 2020 from 2:00 – 3:00pm in 440 Goodwin Hall- Hosted by Computer Science

XII. Adjourn – at 2:30 pm.