

# CASE MEETING MINUTES

**Location:** 142 Randolph Hall

**Date:** Tuesday, August 14, 2018

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

**Host:** Materials Science and Engineering

**Attendance:** AOE – Erin Wilson, Rep.  
Kelsey Wall, Alt.  
BEAM – Beverly Williams, Alt. Staff Senate Alt.  
Jody Humphreys, Alt.  
Melissa Nipper, Alt.  
Tracy Smith, Alt.  
CEE – Rachel Esquivel, Alt.  
ChemE – Andrea Linkous, Rep.  
COE – Kristy Morrill, Rep.  
Lee Bishop, Alt.  
CS – Teresa Hall, Rep.  
Melanie Darden, Alt.  
ME – Jamie Archual, Rep.  
Sara Vallejo, Alt.  
MME – Shelly Seckers, Alt.  
MSE – LeeAnn Ellis, Rep., CSPA Rep., Staff Senate

## College Association of Staff in Engineering

### I. Call to order

Teresa Hall called the meeting to order at 2:00 pm.

### II. Welcome and Thank you for hosting – Materials Science and Engineering

### III. Introductions – Name and Department

### IV. Approval of minutes from last meeting

Minutes from the July meeting were approved by Teresa Hall and seconded by Lee Bishop. Please email the approved minutes to the staff in your department:  
<http://case.eng.vt.edu>

### V. Old Business

- a. Confirm each department has an area representative and alternate.
  - i. Please check with those in your department to see who will be the reps and alternates for this year so we can get this finalized.
- b. Reflect on Ice Cream Social. Discuss ideas to improve participation and logistics of event.

- i. Having the lunch in the atrium was very difficult to “police” for staff only. Going forward for all events (except the CASE awards lunch in May), events will only be offered to staff. Housekeeping will not be invited since they are not employed by COE. A suggestion was made to move to lunch into the room where bingo was held that way it is behind closed doors. Also, if you sign up for lunch you will receive a wrist band to help us know who is should and should not be there.
- ii. Having an ice cream sundae bar was also discussed for next year. A unanimous vote was made to have real ice cream instead of popsicles next year.
- iii. \$340 was raised at the event! Thank you all!
- iv. If you have any additional thoughts, please let Teresa know

## **VI. New Business**

- a. Discuss 2018-2019 CASE theme.
  - i. Since CASE has a mission statement, we will not have a set them this year. However, we will have a motto/theme implemented into our events.
- b. Establish date & time for Fall Kick-Off (Tailgate).
  - i. Friday October 12 from 11:30 am – 1:30 pm on the Goodwin Lawn
- c. Confirm participation in Thanksgiving Food Drive.
  - i. Begin collecting during the Fall Kick-Off. Mention of other possibilities for food donations as well. 209 Manna Ministries? Women’s Shelter?
- d. Staff Senate Update.
  - i. No update available

**VII. Next Meeting** – Tuesday, September 11, 2018 from 2:00-3:00 p.m. in Goodwin Hall, room 440 (Capsule) hosted by ISE.

## **VIII. Adjourn**

- a. Adjournment at 3:02 pm