

CASE MEETING MINUTES

Location: 440 Goodwin Hall

Date: Tuesday, April 9, 2019

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

Host: Engineering Education

Attendance: AOE – Erin Wilson, Rep.
BEAM – Beverly Williams, Alt.
Jody Humphreys, Rep.
CEE – Rachel Esquivel, Rep.
ChemE – Stacey Ratcliffe, Alt.
Andrea Linkous, Rep.
COE – Kristy Morrill, Rep.
Lee Bishop, Alt.
CS – Teresa Hall, Rep.
Melanie Darden, Alt.
ECE – Debbie Collins, Rep.
EngEd – Hope House, Rep.
ISE – Kathy Wilkes, Rep.
ME – Jamie Archual, Rep.
Sara Phillips, Alt.

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 – Engineering Education

III. Introductions – Name and Department

IV. Approval of minutes from last meeting

Minutes from the March 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. Committee Updates

- i. Resources – Jamie Archual: continuing to work on the spreadsheet by filling in the names for the resource list to give to new employees. Committee members have gone around to their staff asking for volunteers. An official email request to CASE members will be coming soon.

- ii. Community Outreach – Kristy Morrill: Piggybacking off email chain and invitation for CASE luncheon regarding donations needed for Micah’s backpack. An additional reminder will be sent the weekend before the event.
- iii. Programs – Stacey Ratcliff: No update.
- iv. Engagement (formally known as Staff Development) – Kathy Wilkes: CASE Engagement Team will engage with new and existing staff as to what’s going on. There will be an Engagement Team Newsletter sharing events upcoming.

VI. New Business:

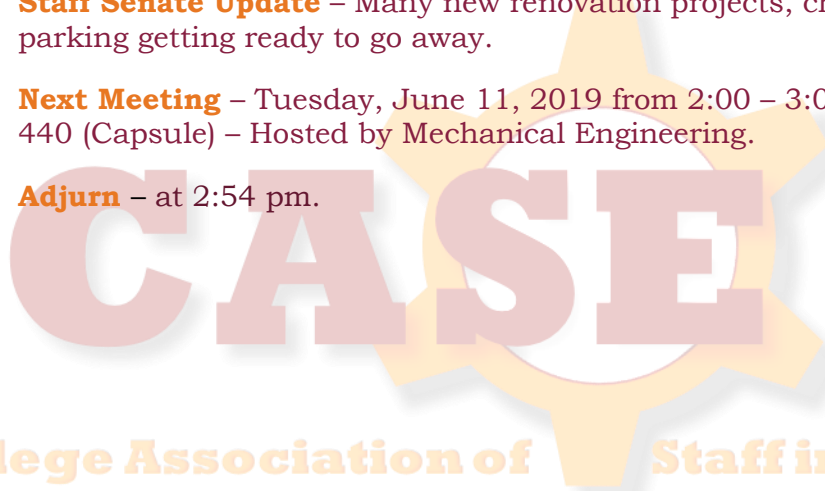
- a. Discuss 29th Annual CASE Luncheon – May 14th – Luncheon invites have been pushed out at the department level. These are for staff only, no A/P faculty!

VII. Committee Break Out Sessions – not necessary

VIII. Staff Senate Update – Many new renovation projects, chill plant project, lots of parking getting ready to go away.

IX. Next Meeting – Tuesday, June 11, 2019 from 2:00 – 3:00pm in Goodwin Hall, room 440 (Capsule) – Hosted by Mechanical Engineering.

X. Adjourn – at 2:54 pm.



College Association of Staff in Engineering