

CASE MEETING MINUTES

Location: 440 Goodwin Hall

Date: Tuesday, March 12, 2019

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

Host: Computer Science

Attendance: AOE – Jama Green, Rep.
BEAM – Beverly Williams, Alt.
Christina Rosa-Castaner, Rep.
Jody Humphreys, Rep.
CEE – Rachel Esquivel, Rep.
ChemE – Andrea Linkous, Rep.
COE – Kristy Morrill, Rep.
Lee Bishop, Alt.
CS – Teresa Hall, Rep.
ISE – Kathy Wilkes, Rep.
ME – Jamie Archual, Rep.
Sara Phillips, Alt.
Heather Whedbee, Alt.
MSE – LeeAnn Ellis – Rep.

I. **Call to order** College Association of Staff in Engineering

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

- II. **Welcome and Thank you for hosting** – Biomedical Engineering and Mechanics
- III. **Introductions** – Name and Department
- IV. **Approval of minutes from last meeting**

Minutes from the January 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. Mentoring (Name to change) – Jamie Archual. Still looking to change name and other wording. Providing a list of resources available instead of one on one. This is not just for people coming in from outside the university, it's available for all of COE.
- ii. Community Outreach – Kristy Morrill. No meeting.

- iii. Programs – Stacey Ratcliff. No meeting, next event is ice cream social in August.
- iv. Staff Development – Need Chair Information. For time being, this will focus on “Welcoming Committee”. A letter as to who and what we are and why you should join CASE will be drafted. The Facebook page will be updated and there is talk of publishing a quarterly newsletter.

VI. Committee Break Out Sessions

VII. Staff Senate Update – No report

VIII. Next Meeting – Tuesday, April 9, 2019 from 2:00 – 3:00pm in Goodwin Hall, room 440 (Capsule) – Hosted by Engineering Education.

IX. Adjourn – at 3:01 pm.



College Association of Staff in Engineering