

CASE MEETING MINUTES

Location: 440 Goodwin Hall

Date: Tuesday, February 12, 2019

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

Host: Computer Science

Attendance: AOE – Jama Green, Rep.
Erin Wilson, Rep.
BEAM – Beverly Williams, Alt.
Christina Rosa-Castaner, Rep.
Jody Humphreys, Rep.
Melissa Nipper, Alt.
CEE – Rachel Esquivel, Rep.
ChemE – Andrea Linkous, Rep.
COE – Kristy Morrill, Rep.
CS – Teresa Hall, Rep.
Melanie Darden, Alt.
EngEd – Hope House, Rep.
ISE – Kathy Wilkes, Rep.
ME – Sara Phillips, Alt.
Heather Whedbee, Alt.
MSE – LeeAnn Ellis – Rep.

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 – Computer Science

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. Committee Break Out Sessions

a. Community Outreach Committee:

i. Chair: Kristy Morrill

ii. Members: Sara Phillips, Jama Green, Debbie Collins

b. Mentoring Committee (considering changing name to “Resource Guide”)

- i. Chair: Jamie Archual
- ii. Members: Heather Whedbee, Melanie Darden, Jody Humphreys
- c. Programs Committee:
 - i. Chair: Stacey Ratcliff
 - ii. Members: Andrea Linkous, Hope House, Erin Wilson
- d. Staff Development Committee
 - i. Members: Laura Villada, Rachel Esquivel, LeeAnn Ellis, Kathy Wilkes, Christina Rosa-Castaner (No chair selected)

VI. Staff Senate Update

- a. No Report

VII. Next Meeting – Tuesday March 12, 2019 from 2:00 – 3:00 pm in Goodwin Hall, room 440 (Capsule) – Hosted by Biomedical Engineering and Mechanics

VIII. Adjournment – at 3:02 pm.



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