

# CASE MEETING MINUTES

**Location:** 440 Goodwin Hall

**Date:** Tuesday, November 13, 2018

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

**Host:** Aerospace & Ocean Engineering

**Attendance:** AOE – Jama Green, Rep.  
Courtney Loan, Alt.  
Kelsey Wall, Alt.  
Erin Wilson, Alt.  
BEAM – Jody Humphreys, Rep.  
Melissa Nipper, Alt.  
Christina Rosa-Castaner, Rep.  
Beverly Williams, Alt.  
CEE – Rachel Esquivel, Rep.  
ChemE – Andrea Linkous, Rep.  
CS – Teresa Hall, Rep.  
Melanie Darden, Alt.  
ECE – Laura Villada, Rep.  
ME – Jamie Archual, Rep.  
Sara Phillips, Alt.  
Heather Whedbee, 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 – Aerospace & Ocean Engineering

### III. Introductions – Name and Department

### IV. Approval of minutes from last meeting

Minutes from the October meeting were approved by Jody and seconded by Jama. Please email the approved minutes to the staff in your department:

<http://case.eng.vt.edu>

### V. Guest Speaker – No guest speaker this month.

### VI. Old Business

- a. Questions or comments to add to Erin McCann's discussion, "UT Prosim Difference: Connecting the Motto to Mission".
- b. Gather feedback on Fall Kick-Off event.

- i. Hokie Bird was a big hit!
- ii. \$40 in monetary donations and 3 paper boxes of cereal & granola items were collected for 209 Manna Ministries food bank drive. Although this was successful, we seem to have better luck with the Thanksgiving Baskets drive last year. Thoughts to start advertising and collecting sooner for next year. Comments were also made that since the item list is very limited, maybe making an extra trip to get some items was a bit of a deterrent.
- iii. Is it possible CASE could set up a PayPal or Venmo account?
- c. We agreed once again to work with the Salvation Army and NRV Agency on Aging for holiday drives. Teresa will send out more information soon!

**VII. New Business**

- a. Salvation Army Angel Tree and Agency on Aging Senior Gifts
  - i. Donations are due for BOTH programs by December 5<sup>th</sup>, 2018 at 12:00 pm.
  - ii. Please drop off donations for angels to Teresa Hall at 2202 Kraft Drive and donations for seniors to Jamie Archual to 445 Goodwin Hall. Remember, all angel gifts are to be unwrapped and all senior gifts are to be wrapped.
  - iii. Do we Host a winter “Welcome Back” event?
    - 1. We decided we will not host now, however we will revisit for possibly doing in March.
  - iv. The BOV recently met staff senate, who are addressing the tough staff questions. Does anyone have any concerns or problems that you feel will be able to be resolved by the dean? How can we make an impact for all the staff in COE? Do you feel CASE is acting out what we are intended to do?
    - 1. Mentoring? Scholarships for department training and seminars?
    - 2. A brain storming session is need to get this off the ground. Committee: Jamie, Heather, Melanie, Jody, Christina, and Melissa will help to get this started and see who is interested from each department.
    - 3. Heather suggested forming a subcommittee to see the human side between staff and students. She will brain storm with Teresa on how to make this work!

**VIII. Next Meeting** – Tuesday December 11, 2018 from 2:00 – 3:00 pm in Goodwin Hall, room 440 (Capsule) – Hosted by Mining and Minerals Engineering.

**IX. Adjournment** – at 3:02 pm.