

CASE MEETING MINUTES

Location: 440 Goodwin Hall

Date: Tuesday, January 8, 2019

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

Host: Electrical & Computer Engineering

Attendance: AOE – Jama Green, Rep.
BEAM – Jody Humphreys, Rep.
CEE – Rachel Esquivel, Rep.
ChemE – Andrea Linkous, Rep.
Stacey Ratcliffe, Alt.
CS – Teresa Hall, Rep.
Melanie Darden, Alt.
ECE – Laura Villada, Rep.
Debbie Collins, Rep.
EngEd – Margo Currie
Hope House
ME – Jamie Archual, Rep.
Sara Phillips, Alt.
Heather Whedbee, Alt.

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** – Electrical & Computer Engineering
- III. **Introductions** – Name and Department
- IV. **Approval of minutes from last meeting**

Minutes from the November 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. Gather feedback from Holiday Angel Drives.
 - i. NRV Agency on Aging – 33 seniors + \$25 monetary
 - ii. Salvation Army Angel Tree – 31 kids + \$140 monetary
 - 1. Some departments had problems getting people within their departments to adopt.

2. There was a big lack of communication with the Salvation Army and each year it seems to get worse. Teresa is looking to schedule a meeting with them to get some clarifying answers to our questions.
- b. CASE Website – Thank you Melissa for all your hard work!
 - i. If you have any comments or suggestions for the new website, please let Melissa know!

VI. New Business

- a. Discuss subcommittees
 - i. Thee subcommittees were decided on and are as follows

1. Programs Committee:

Stacey Ratcliffe
Andrea Linkous
Hope House

2. Community Outreach Committee:

Sara Phillips
Jama Green
Debbie Collins

3. Mentoring Committee:

Heather Whedbee
Melanie Darden
Jamie Archual
Jody Humphreys

4. Staff Development Committee: (Might be combined with mentoring????)

Laura Villada
Rachel Esquivel
LeeAnn Ellis

VII. Staff Senate Update

- a. There is currently a Staff Senate CASE position open. Please let Teresa know if you are interested in taking on this commitment.

VIII. Next Meeting – Tuesday February 12, 2019 from 2:00 – 3:00 pm in Goodwin Hall, room 440 (Capsule) – Hosted by Computer Science.

IX. Adjournment – at 3:02 pm.