

# CASE MEETING MINUTES

**Location:** 440 Goodwin Hall

**Date:** Tuesday, June 11, 2019

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

**Host:** Mechanical Engineering

**Attendance:** AOE – Jama Green, Rep.  
BEAM – Beverly Williams, Alt.  
                  Jody Humphreys, Rep.  
ChemE – Stacey Ratcliffe, Alt.  
                  Andrea Linkous, Rep.  
COE – Kristy Morrill, Rep.  
                  Lee Bishop, Alt.  
CS – Teresa Hall, Rep.  
                  Melanie Darden, Alt.  
ECE – Laura Villada, Rep.  
                  Alicia Sutherland, Alt.  
ME – Jamie Archual, Rep.  
                  Sara Phillips, Alt.  
                  Heather Whedbee, Alt.  
MME – Gwen Davis, Rep.  
                  Lori Andrews, Alt.

## College Association of Staff in Engineering

### I. Call to order

Teresa Hall called the meeting to order at 2:04 pm.

### II. Welcome and Thank you for hosting – Mechanical Engineering

### III. Introductions – Name and Department

### IV. Approval of minutes from last meeting

Minutes from the April 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 related to the 29<sup>th</sup> Annual CASE Luncheon
  - i. Comment cards were interesting: program and speeches were too long, lack of service from the servers.
  - ii. Talk of hosting 2020 CASE Luncheon at Owens Dining Hall

- iii. Would an itinerary help to keep people in the loop as to what to expect?

**VI. New Business:**

- a. Accepting CASE Officer nominations for the 2019-20 term
  - i. Roles will become effective on August 1, 2019.
  - ii. Historian is now “Communications Specialist”.
  - iii. Committees will not be changing.
  - iv. All nominations are due to Jody Humphreys by end of business day on Monday, June 17. Jody will email those who have been nominated to see if they accept or decline the nomination. Voting will begin on Thursday, June 20.

**VII. Committee Updates:**

- a. Community Outreach – Kristy Morrill: Discussed continuing Christmas in July for the seniors and/or hosting drive for the Humane Society during the Summer Social.
- b. Engagement – Kathy Wilkes: No update.
- c. Programs – Stacey Ratcliff: Discussion on changing the name from “Ice Cream Social” to “Summer Social”. Talk of having more outdoor games and a 50/50 raffle.
- d. Resources – Jamie Archual: Still building name data base. Please reach out to your staff members who are will to be a resource.

**VIII. Staff Senate Update** – Master plan update given. There will be small, minor changes in the next few years, however it will be 8 – 10 years for the big changes.

**IX. Next Meeting** – Tuesday, July 9, 2019 from 2:00 – 3:00pm in Goodwin Hall, room 440 (Capsule) – Hosted by Civil and Environmental Engineering.

**X. Adjourn** – at 3:00 pm.