

**College Association for Staff in Engineering
Meeting
Tuesday, July 10, 2018
207 Patton Hall**

1. Attendance:

AOE – Jama Green, Rep
Kelsey Wall, Alternate
BEAM – Jody Humphreys, Alternate
Melissa Nipper, Alternate
Tracy Smith, Alternate
Beverly Williams, Alternate, Staff Senate Alternate
CEE – Rachel Esquivel, Alternate
Shelly Key, Alternate
ChemE – Stacey Ratcliffe, Alternate
Tina Russell, Alternate
COE – Lee Bishop, Rep
CS – Teresa Hall, Rep
ISE – Rhonda Hawley, Rep
ME – Lance Yelton, Alternate
ME-CEHMS – Lauren Mills, Alternate
MME – Gwen Davis, Rep
Shelley Seckers, Alternate
MSE – LeeAnn Ellis, Rep/CSPA rep/Staff Senate
Amy Hill, Rep

2. Call to Order:

Teresa Hall called the meeting to order at 12:02pm.

3. Approval of Minutes from Last Meeting:

Minutes from the April meeting were approved by Teresa Hall. Please email the approved minutes to the staff in your department: <http://case.eng.vt.edu>

4. Guest Speaker:

No guest speaker this month.

5. Old Business:

A volunteer signup sheet for the Ice Cream Social was passed around during today's meeting. Currently, three department heads have signed up to take part in the dunking booth. The Hokie Bird will probably not be able to attend because of a schedule conflict and we will not be able to have live music due to potential sound violations.

Reps were asked to send the updated list of area reps and alternates for 2018-2019 to Rhonda so that the list can be finalized by the August CASE meeting. Teresa will send out a survey link for the executive committee elections on July 11.

Some anonymous comments that were submitted along with the survey sent out last month were addressed during today's meeting. One of the primary concerns was to encourage more participation among different individual area reps.

6. New Business:

The executive board has decided, in conjunction with the dean's office that the start time of CASE meetings will change from 12pm to 2pm starting with the next meeting. This change should enable more reps to attend as well as save money at the department level (since lunch will no longer be necessary; light refreshments will still be provided). The hosting rotation will remain the same.

The title of CASE Historian is changing to Communications Specialist. This will reflect the role changes that have taken place in recent years ("Historian" has become somewhat obsolete). All attendees agreed to the title change, therefore a vote was not deemed necessary.

Beverly provided an update from the most recent Staff Senate meeting. President Sands attended and discussed ongoing construction projects across campus. He also addressed personnel changes in the president's office. A new position (equivalent to a CEO) is being established in the near future; this position will report directly to President Sands. An offer has been made to someone to fill the Vice President of Human Relations role; however, the offer has not been accepted yet so the name of the candidate is still confidential. University employees will receive a 2% merit based raise, which will begin in the Sept. 10 pay period and will be reflected on the Sept. 28 pay check.

The meeting was adjourned at 12:52 pm.

Next CASE meeting: August 14, hosted by MSE