**Administrative Council Meeting Minutes**

**October 18, 2021**

Attendees: Dr. Cindy Akers (Interim Dean), Dr. Christy Bratcher, Matt Williams, Norman Martin, Laci Hardman, Dr. Phil Johnson, Dr. Scott Burris, Dr. Chance Brooks (Interim AFS Chair), Prof. Eric Bernard, Dr. Warren Conway, Dr. Glen Ritchie, and Dr. Michael Ballou

Presentations from Daniel Phillips (LA, Green Infrastructure Lab), Teri Antilley (AFS, Equestrian Center), and Michael Ballou (VS, New Deal Farm and ESB Lab) were made to the Administrative Council prior to the business portion of the meeting.

1. Minutes from the September 20, 2021 meeting were approved as distributed.
2. Dr. Bratcher discussed a spreadsheet and letters that she has put together to help department chairs and their tenure-track faculty over the next few years know when they will be expected to go up for promotion and/or tenure or continuing appointment. With the two separate tenure clock extensions being offered due to COVID, it has made it a little confusing. Department Chairs need to visit with their faculty as the December 15th deadline to opt out of this year’s automatic extension will apply to those who have already started their review process. If they are not already in process of promotion and/or tenure or third-year review, they have until March to decide.
3. Discussion ensued regarding third-year reviews and whether or not tenured faculty in the departments vote on them. It was also asked if the reviews were sent through the college P & T committee. Dr. Akers noted we would review the OP and let them know. She was certain there was a new OP that came out the beginning of this year that had several changes. Due to these changes in the OP, our college criteria will probably need to be reviewed and updated as well.
4. Dr. Bratcher gave an update on where we currently stand in regards to water research. There is a meeting today in the Dairy Barn for faculty to attend and discuss ideas around water research, what we should be working on, who we could be collaborating with, etc. Monty Christian from the Office of the Vice President for Research and Innovation will be helping us navigate this important research area. Dr. Bratcher also noted the faculty have already brought in $1.5M in research funding this year.
5. Dr. Akers asked the department chairs where they stood in regards to having their tactical/strategic plans completed. Most were in process and just needed refining. Dr. Akers asked them to please have them completed by May 1st. These plans should indicate your mission, where you want to be in 5 years, in 10 years, and list the actions and resources needed to get there.
6. Dr. Akers reminded the Department Chairs that Dr. Cox needs their requests for the HEERF funding by this afternoon, and he will be reaching out to some for clarification on a few requests he has already received.
7. Laci stated that she is in the process of scheduling quarterly financial meetings with the department chairs and business managers.
8. Norman gave an update on the Centennial meeting he attended with the Richards Group marketing firm. He believes they are going to change the way they were wanting to go with an icon to represent each college to just a university logo with the college name. He said they did not indicate what sort of a timeframe they were looking at.
9. Dr. Akers announced that Tristin Campbell started in our office today. Tristin fills the Assistant Director for Academic and Student programs position, recently held by Macie Williams. Madi Nall started last Monday as our new Administrator for Scholarships.
10. Dr. Akers asked the Administrative Council to please keep the family of PSS Graduate Student Kris Petterson in their thoughts. She was on her way to begin a Smithsonian Fellowship and was found deceased on Friday night in her hotel room. Kris had Thrombocythemia, and her family indicated it was likely she had passed from a blood clot.

DEPARTMENTAL UPDATES

Discussion ran long on several topics and the meeting time ended.