**Administrative Council Meeting Minutes**

**November 15, 2021**

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

Presentations from Lelton Howell (PSS, Quaker and FBRI Farms) and Irish Pabuayon (PSS, New Deal Farm) were given to the Administrative Council prior to the business portion of the meeting.

1. Minutes from the October 18, 2021 meeting were approved as distributed.
2. The Department Chairs gave updates on where they were in the process of completing their departmental strategic/tactical plans. Most have visited with their faculty about it and have generated a lot of information. One department is getting ready to vote on their final version of the plan, others are meeting regularly with their faculty about it, and some have pushed it to the spring due to other priorities this fall. Dr. Akers indicated this would be a regular agenda item for the Administrative Council meetings until everyone has them completed.
3. Dr. Bratcher gave an update on college research data. CASNR has currently received 29 awards for approximately $2.76M. The college is up about $900,000 compared to this same time last year. The number of proposals is down compared to this time last year, however some due dates have been changed to later in the year. Dr. Bratcher said she will be going to Midland next week with Senator Charles Perry to visit a produced water plant in regards to our involvement with the Texas Produced Water Consortium. She will also be meeting this week with the Texas Produced Water Consortium, New Mexico Produced Water Research Consortium and Daniel Nix, Utility Operations Manager for the City of Wichita Falls. Dr. Bratcher also noted that Sandra Addo will be working with her on how our graduate programs can grow. Sandra will be contacting the department chairs to visit with them regarding this. Dr. Bratcher is also checking on the number of certificate programs that are in our college. She reminded the chairs that DGSA’s and fellowships are not due until February 1st, so please get your nominations in by then.
4. Dr. Burris noted that AEC is currently working on a teaching certificate, and hopefully this will be approved soon. The department chairs all mentioned that the certificate would be a positive addition to all Ph.D. programs in the college.
5. Dr. Akers gave an update on the HERF requests. All requests that were received, were submitted, and we are hoping to hear something by the end of this week or next on the status of those requests. They indicated they would be doing bulk ordering through IT.
6. Alex gave an update on development activities. He noted they are currently working on a couple of possible large donations for the college. CASNR hosted the Foundation Board last week, and he thought it went very well. Pig Roast was last Thursday and had a great turnout. Also last week, one of CASNR’s (NRM) alumni, Dr. Fred Bryant, was recognized by the TTU Alumni Association as a TTU Distinguished Alumni. Alex said he is working on meeting with each of the department chairs in order to get to know them, get to know their departmental needs, etc. The college fundraising goal has been set at $9M this year.
7. Dr. Brooks mentioned that he and Dr. Akers attended the Spurs Society Presentation last week for the Roth and Letch Families to thank them for their generous contribution to the Roth and Letch Family Endowed Chair in Food Safety. Dr. Mindy Brashears currently holds this endowed chair position.
8. Norman Martin asked the chairs to please have their faculty check their second and third level pages on their websites to make sure all of their information is correct. The Centennial Committee gave us two options for our centennial logo. One was a plant and the other was a barn. Due to its historical significance to the college, the barn was chosen. They would like to roll the use of these centennial logos out next fall.
9. Laci Hardman reported she has had several faculty reach out to her about F & A distributions. She has contacted the VPR’s office and they said they hope to have those rolling out in the next couple of weeks. Laci also reported that college fees were due last week. She also asked the chairs to please check with her before completing start-up packages for faculty. There have been a lot of changes needing to be made recently, mostly in regards to graduate student salaries, and these funds are not easy to carry forward. Discussion also was held regarding the college’s portion of funding matches on grants. She stated summer budgets will be the same as last year. Any classes we make above base will be funded as long as the class actually makes.

DEPARTMENTAL UPDATES

AEC: Dr. Burris announced that Dr. Erica Irlbeck received the USDA’s Teaching and Student Engagement Award. The department and college are very proud of her achievements! Dr. Burris also announced that one of his staff members resigned so they will be posting her position soon.

NRM: Dr. Conway noted that NRM will have their first official research day on April 29th. Students will be able to present their theses and posters, and that evening they will have an event to raise funds for scholarships. Dr. Conway said NRM has received $150,000 from the G. R. White Trust to provide scholarships for students to study at our Llano River Field Station in Junction. Registration for the spring is going well, most of the classes are already full and they are in the process of adding some evening classes. Several faculty have submitted proposals to the 1687 Foundation, and Dr. Blake Grisham has been appointed Director of the Llano River Field Station at Junction. This will be a 3 month appointment each year.

VS: Dr. Ballou reported they are still working with Savannah on their degree program. They have a new disease course ready that will be taught in the spring. The department will be looking to hire a part-time business manager soon.

AFS: Dr. Brooks reported the AFS Horse Judging Team has won the national championship in Oklahoma this weekend. Dr. Kelly Riccitelli and Christy Petry are the coaches. The AFS Meats Judging Team has also won their contest this weekend and they are national champions again for the third year in a row. Dr. Brooks noted they have been busy recently building relationships with potential donors as well as figuring out who will be teaching some of their classes this spring.

AAEC: Dr. Johnson stated they have been working on AAEC’s classes for the Ranch Management Program, and said 3304 (Enterprise) will now be 4319, and will be “piggy-backed” with 5319. He also announced the 48th Annual Banker’s Conference will be held on Friday, November 19th at the International Cultural Center. He invited the Administrative Council to attend the luncheon, but asked that they please let him know if they will be attending so he can turn in the proper head count. He currently has 82 registered to attend the conference. Dr. Guy Loneragan, the current dean of the new TTU School of Veterinary Medicine, will be the featured speaker for the luncheon.

LA: Dr. Christy Bratcher announced that a search committee is in place and is ready to begin moving forward on a search for the next department chair. Prof. Bernard has decided to step down effective May 31, 2022.

Dr. Akers gave a quick update on the CASNR Dean’s search. To date, a search firm has been hired to assist in the process, and a search committee has been formed.