**Administrative Council Meeting Minutes**

**January 22, 2018**

Attendees: Dr. Steve Fraze, Dr. Cindy Akers, Dr. Mike Ballou, Dr. David Weindorf, Jane Piercy, Norman Martin, Galen Austin, Dr. Phil Johnson, Dr. Scott Burris, Prof. Eric Bernard, Dr. Mike Orth, Dr. Mark Wallace, and Dr. Cynthia McKenney

1. Minutes from the December 18, 2017 Administrative Council meeting were approved as distributed.
2. Dr. Fraze reminded the chairs that merit raises (for those that qualify) need to be in the system by mid-February, as they have to be completed before March 1.
3. Dr. Fraze reported that we have received our annual summer teaching budget. This year, they have put a cap on the salary of $2,000 per semester credit hour, per class. This will give us a little more flexibility to be able to offer more classes. Also, we do not have any lapsed salaries to cover summer salaries this year for 6000 and 7000 level graduate courses.
4. Dr. Akers passed out a handout with information regarding a proposed teaching incentive program which would award mini teaching sabbaticals. Faculty members would be able to apply for funding to help support travel and lodging to spend time with a faculty member who is recognized for his/her scholarship of teaching in a shared discipline-based area or a visit with an industry partner to learn about new technologies/advances that can be translated into courses. This received a positive vote from the council and Dr. Akers will work on getting this program in place.
5. Julann presented dates for the 2018 Faculty Retreat as follows:
* CASNR Advisory Board Meeting, Thursday, August 23rd from 1:00 – 4:00 p.m.
* Faculty Retreat Dinner – Thursday, August 23rd, beginning at 6:30
* Faculty Retreat – Friday, August 24th from 8:00 a.m. – 12:00 p.m.

The council approved the dates. Topics for the retreat were discussed and will be revisited at another meeting. Suggestions were “Millenials” and “Leadership.” It may be possible for us to combine the two.

OTHER

Dr. Weindorf stated he had been gone the last five weeks on a Fulbright Specialist Fellowship to India. He noted it was a very productive time, but he was glad to be home.

Dr. Ballou reported he had received an e-mail from the Vice President for Research, Dr. Joe Heppert, regarding the availability to apply for some research funding through HUD Disaster Relief Funds. HUD has allocated 5 billion to Texas, and of that, 715 million will be available to 5 universities to apply for research funding: Texas A&M, University of Texas, University of Houston, Texas Tech University and Texas State University will have an opportunity to apply for research dollars from this pool. These funds will have at least a 6-year funding and he will find out more about this opportunity at the Research Advisory Council Meeting this week.

Dr. Akers passed out the Admits/Apps report. It currently shows every department in the college down in numbers except for Animal and Food Sciences. She also noted this report was done with a new software program, and it’s possible the transition of numbers from the old reporting system to the new may not be completely accurate. Dr. Akers also announced that Shelbey Havens has replaced Brandyl Calley as our new SSC Recruiter.

Jane reminded the council of the letter that was sent regarding the changes being made to the Distinguished Alumni dinner. They are adding an audio/visual portion to the program.

Dr. McKenney (substituting for Dr. Hequet) reported the conference call with the GURI Board went very well and they are optimistic we will get the funding for Dr. Herrera-Estrella and his team. Recent events in PSS include a 2 + 2 articulation in El Paso, which included Dr. McKenney, Dr. Hequet and Dr. Montague; Dr. Cade Coldren, who is replacing Dr. Terry McClendon, is here to begin the spring semester, and recruitment for Dr. McKenney’s replacement has begun. (Dr. McKenney will be retiring the end of May.) She also announced Dr. Venugopal Mendu will be one of the recipients of the Chancellor’s Council Distinguished Research Awards.

Dr. Johnson announced that the annual Water College will be held on Wednesday at the Lubbock Memorial Civic Center. It is an all-day event and everyone is invited to attend. The luncheon speaker will be Wyman Meinzer, who currently serves as the Official State Photographer of Texas and is a 1974 graduate of CASNR (NRM).

Dr. Orth reported AFS has two endowed chair and one endowed professor positions that are ready to be filled. He will be going to the San Antonio Stock Show on Friday to help host a TTU Alumni event there. Dr. Orth also noted that ESPN will be featuring our Raider Red Meats Kansas City BBQ cookoff in August as well as our Texas Tech BBQ team at the Big 12 basketball tournament in March.

Dr. Burris stated that Dr. Courtney Meyers has been chosen to receive one of the Chancellor’s Council Distinguished Teaching Awards. He also noted that construction issues still plague their building, but even more so with the ongoing issues regarding the elevator and restroom.

Dr. Wallace indicated NRM will have a booth and five or six students at the Houston Livestock Show and Rodeo in March.

Professor Bernard informed the council of his development trip with Jane Piercy to Austin to raise funds for LA. He has already received some positive feedback and is hopeful he will hear from others. The construction on the CASNR Annex over the holiday break did not go as planned, and they have had several issues with leaks, stuck valves, etc. He is hoping to get those issues resolved quickly. LA currently has two or three different research projects in the works they are hoping to land, and enrollment is up for graduate students.

Dr. Galen Austin reported that the CASNR Qualtrics account was still not up and running, but due to the length of time it has taken to merge accounts, the vendor will extend our contract a month.

Dr. Fraze reminded the council that if they receive an e-mail from the President’s or Provost’s offices regarding student/parent complaints, please copy both he and Dr. Akers on all the e-mails. If our office receives a call we need to know what the issue is and what has been done.