**Administrative Council Meeting Minutes**

**January 25, 2021**

Attendees: Dr. Cindy Akers (Acting Dean), Dr. Christy Bratcher, Jane Piercy, Linda Whitebread, Norman Martin, Dr. Phil Johnson, Dr. Scott Burris, Dr. Mike Orth, Prof. Eric Bernard, Dr. Warren Conway, Dr. Glen Ritchie, and Dr. Mike Ballou

1. Spring Semester – Dr. Akers asked the chairs to elaborate on how their spring semester has started. Dr. Johnson noted that AAEC was doing well. It was very quiet in the building as there were few students around. Dr. Conway reported the same for NRM. Dr. Ritchie said that one PSS grad student had an exposure to COVID-19 and had been around two professors. They followed all procedures and should know by today if the grad student was positive. Prof. Bernard indicated all of the international students for LA have arrived. Dr. Burris noted AEC had encountered some small technology “bumps” but everything was going well. Dr. Orth reported AFS was all good. He has noticed some “mask fatigue” and students are not wearing them as good as they did in the fall without being reminded. Dr. Ballou said grad students in Veterinary Sciences were here, all was going well and the students were in the labs.
2. Summer and Fall Registration – Dr. Akers asked the chairs for reports on how registration for the summer and fall was going. She also reminded them that we were going back to the 50% capacity in the classrooms, so we should be able to use the same seating charts as last fall. Dr. Burris said that AEC has not had any issues with summer as most of their summer classes are online anyway. Dr. Johnson indicated AAEC was the same as they will be fully online for the summer. Dr. Conway reported that NRM will be a little more face-to-face than last year, and the intersession and Junction classes will also have more face-to-face opportunities. Dr. Orth noted summer was going well for AFS, however fall could be a real issue especially if the trends in admits continues. Lab sections keep growing and they are short on teaching lab space with the restrictions for COVID-19. Prof. Bernard asked if they could do field work for their May intersession. Dr. Akers said she would check and let him know, but thought they could as long as they followed all the COVID-19 protocol. Summer classes for LA are all online as of today. Dr. Ritchie reported summer classes for PSS have traditionally not had problems filling up the classroom and what is not in the classroom will be online. So far everything is going well.
3. Update on Remote Working and/or Change of Duty Point Approval – Dr. Akers has recently completed a training for an electronic approval form for anyone who needs to work remotely or have a change of duty point approved. There is now a link to a form that the department chair will complete and it will automatically move through the approval system. If someone is currently on a remote working agreement, but is not working in the Lubbock Region, a change of duty form (through this link) needs to be completed. If they have stayed in the Lubbock region, nothing will need to be done at this point. However, it is expected that beginning this summer, if you are working remotely, a change of duty form will need to be completed.
4. Teams Form for CASNR Recruiting Dashboard – Prof. Bernard has helped Shelbey Havens create a dashboard in Teams that will show current admit numbers. New data will be added every month or so as she receives it. A demonstration of the dashboard was given and everyone thought this would be a really good tool for the departments to use.

OTHER

Dr. Ballou reported Clarissa Strieder-Barboza has arrived and began her new position in the Department of Veterinary Sciences. She will be moving into space in ESB II. She will not be teaching her first year, as she will be setting up her lab and research program.

Dr. Johnson reported that Dr. Eduardo Segarra retired the end of December and Dr. Steven Devadoss had been elected President-Elect of the Western Agricultural Economics Association. Dr Modhurima Amin was back to work after having surgery for an aneurism behind her eye, and is doing well and she and Dr. Badruddoza were recently married. Dr. Johnson indicated they have a faculty member that is expecting!

Dr. Burris also reported they have exciting news as one of their faculty members is expecting. AEC has recently been approved for a new staff position that will be dedicated to supporting Academic Advising. They had a new faculty member, Dr. Laura Fischer, begin the first of the month. Dr. Burris also noted Dr. David Doerfert will be transitioning back to the department in the fall. Enrollment for AEC is up and things are going well. He also stated that he is currently serving as the national president for the American Association for Agricultural Education and they are getting ready to have their second virtual national meeting.

Dr. Orth stated that AFS is having issues with their anatomy lab and maintaining safe levels of formaldehyde. They need downdraft tables that vent through the ceiling and may also need to vent the freezers as well. The first bid from BMC was $500,000, so they are going to see about getting it on the CIP list. Hog prices are down so budgets for the New Deal farm are not looking good. Stanley Harris, who has been the manager at the Swine Center for many years, is retiring. Amy Petry, who began in January, is the new swine faculty member. Anastasia Stellato will begin in May in the companion animal program. Dr. Orth also said he is currently working on some United Supermarkets/Raider Red Meats exclusivity agreements.

Prof. Bernard reported that all of the LA international students have arrived safely. He also noted that construction to the west of the CASNR Annex where the animal pens are will begin soon. A greenhouse will be built for Dr. Daniel Phillips. The LA faculty, students and alumni have been wanting to do something to honor Dr. Charlie Klein, who passed away in December, and they will hopefully have an announcement coming soon. After this last snow, the Annex had major roof leaks again. There is lots of cleanup to be done and hopefully they can get it fixed correctly this time.

Dr. Conway said NRM was off to a good start. He announced Dr. Jane Rogosch has been hired at the Texas Coop Unit, but won’t be on campus until March. Her expertise is in aquatics. Dr. Richard Stevens is back after completing his “virtual” faculty development leave and Dr. Gad Perry is back after completing his Fellowship in Washington, DC. Dr. Mark Wallace retired at the end of December. February is a busy month for NRM faculty as there are several professional meetings to attend (virtually). There will be lots of faculty and students involved in these. NRM’s graduate student numbers are up for the fall semester.

Dr. Ritchie announced they have made an offer to a candidate for the Thornton Chair position. All of the spring professional meetings have been moved to online, so it will still be busy for the faculty and students to attend these sessions. Dr. Ritchie noted he attended the Beltwide Cotton Conference meetings (virtually) in January, and they were very good.

Dr. Bratcher congratulated the chairs on the number of graduate students that are currently enrolled for the spring and fall. An offer has been made on the grant writer position that has been vacant since Cassandra Huey left earlier this month. She hopes to have an announcement soon on her replacement.

Norman Martin stated that the e-newsletter would be going out soon, and that he’s been moving ahead with lots of new stories. It’s been very busy.

Jane reported that the donor wall in the Dairy Barn is in the process of being redone, and that James Thornton in Operations has come up with a great design. They still have a few more finishing touches to complete in the Dairy Barn, but it is looking great. She noted that donor bricks are still available for purchase, and the funds from these will help us to be able to contribute to the maintenance costs when needed. Jane stated they had a good meeting with the CH Foundation, and out of the 10 proposals that were submitted, four were sent forward.