**Administrative Council Meeting Minutes**

**March 19, 2018**

Attendees: Dr. Steve Fraze, Dr. Cindy Akers, Matt Williams, Norman Martin, Galen Austin, Dr. Phil Johnson, Dr. Scott Burris, Prof. Eric Bernard, Dr. Mike Orth, Dr. Mark Wallace, and Dr. Eric Hequet

1. Minutes from the February 19, 2018 Administrative Council meeting were approved as distributed.
2. Dr. Fraze discussed summer funding and noted that if you have a class that is going to make, please let him know as we can get funding for it. This is a counting summer.
3. Dr. Fraze stated that we do have some lapsed salary funds, so if you have faculty that need funding for the summer, please contact him.

OTHER

Dr. Hequet reported they have 11 candidates for the horticulture position and several others have tried to apply, but the Kenexa system kicks them out. He has reached out to Human Resources for help, but so far they have not been able to figure out what the issue is. He also noted they have a new greenhouse manager (Vikram Baliga) that will begin April 2nd.

Dr. Burris indicated the only news he had was the ongoing construction that has been in progress for quite some time now.

Prof. Bernard stated that most of his faculty will be gone this week to the CELA Conference at Virginia Tech, where most of them will be making presentations. He also announced LA has a new IT person, Neale Currie.

Dr. Akers passed out current scholarship information. She reported that everything at the Houston Livestock Show and Rodeo went well. She thanked the department chairs for the nominations that they and their faculty members have submitted for AgriTechsans and asked them to please encourage those students to complete an application. They would like to have a good representation from each department. The deadline for the AgriTechsan applications is March 22nd.

Dr. Orth reported the Wool Judging Team has brought home another National Championship! Texas Tech had both the first and second place teams.

Dr. Wallace stated construction was proceeding on Goddard 207.

Dr. Galen Austin noted that there are 3 grant proposals in the works for the Hispanic-Serving Institutions (HSI) Education Grants.

Matt Williams (substituting for Jane Piercy) announced the annual alumni reception at the Texas and Southwestern Cattle Raisers Convention will be this Friday (March 23rd) in Fort Worth.

Dr. Akers reminded the chairs that Savannah has set up a training session for a faculty member from each department to learn more about the pre-professional health programs. Per an SGA resolution from last fall, we need to have an advisor from each department who is up-to-date on these programs. The training session will be held on Friday, March 30th, beginning at 2:00 p.m. in PSS 117.

Dr. Fraze reminded the chairs that they need to spend their 16K accounts down this summer to the maximum carryover or we might lose funds that are not spent.

Dr. Fraze asked where we were on the faculty retreat program. Dr. Akers reported they were looking for a “generational” speaker to talk more about student mental health issues and how faculty can seek help for students of concern.

Dr. Akers mentioned that the budget for Ag Awareness week needs to be revised, or a discussion on what we are truly trying to accomplish with Ag Awareness week needs to be held. The budget to bring in a speaker during Ag Awareness week is not conducive to prices that are currently being charged.

Dr. Burris stated that the state VATAT professional development conference will be held in Lubbock this summer and Barney McClure, the executive director for VATAT, is looking for places to have professional development sessions for groups of ag teachers attending the conference. If you can accommodate a group (or groups), please let Dr. Burris know so he can contact Mr. McClure to start the arrangements. These can just be tours of some of our facilities.