**Administrative Council Meeting Minutes**

**May 21, 2018**

Attendees: Dr. Bill Brown, Dr. Mike Ballou, Jane Piercy, Norman Martin, Galen Austin, Linda Whitebread, Dr. Phil Johnson, Dr. Steve Fraze, Prof. Eric Bernard, Dr. Mike Orth, Dr. Mark Wallace, and Dr. Eric Hequet

1. Dr. Brown asked the department chairs to send him their top three priorities for deferred maintenance needs within the next three to four weeks. He would then like to discuss these projects as a group and prioritize them. If the college/departments can partner together, some of these projects can be achieved.
2. Clay Erwin from KCBD, presented an opportunity for CASNR to partner with them in a new segment called, “The Agricultural Advisors.” This would allow the college to have 12 long format (90-120 seconds) videos and four Facebook Live (20-40 minutes) opportunities per year. The cost of this would be around $4,500.00 per month. A decision on this will take place after further discussion, as well as viewing some samples of the long format videos and receiving additional information on their viewership numbers during the times the videos will be aired.
3. Budget preparation is in full swing and Linda Whitebread prepared spreadsheets for each department showing all of their account numbers and how they were being used. She also shared a spreadsheet showing how the Dean’s Office portion of the differential tuition was being spent. Fund guidelines were distributed which gave a definition of accounts and what they can and cannot be used for. A one page summary of funds used in the Dean’s Office and the Student Success Center was also handed out. Dr. Brown asked the chairs to look over these documents and let him know if they had any questions. This might help when trying to decide if we can partner together on some of the deferred maintenance issues.
4. Summer salaries have been set this year at $2,000 per credit hour taught, as suggested by central administration. This amount is well below normal salaries. The college received $350,000 for summer salaries this year, the same that has been received for the last several years. (This year is a counting year.) Dr. Brown noted that this needs to be revisited after the summer and get input from the faculty on this.
5. Dr. Brown has received some requests for grant writers to help faculty in the grant writing process. A suggestion was made to possibly request NRUF funds for summer salaries to pay faculty members to work on writing grants.
6. Dr. Brown would like to put together a faculty committee to define excellence – the standards by which we can track how we are doing across the missions of teaching, research and engagement. He asked the chairs to forward to him three faculty members names and from those two will be chosen from each department to serve on the committee. He will ask them to identify what we need to focus on as a college to move forward, and what they feel are their greatest challenges. He would like this committee to begin as soon as possible.
7. A handout regarding the USDA Multi-State Project System was distributed and the chairs were asked if they were interested in sending faculty to participate in some of these projects. There is no money associated with this, and travel expenses would have to be paid for the faculty member(s) participating. More than one faculty member can participate per project, but only one of them will be the “official” member on the project. Most of the chairs agreed that funding for travel could be budgeted at approximately $1,000 per person attending the meeting. Dr. Brown indicated that the Dean’s Office could possibly provide half.