**Administrative Council Meeting Minutes**

**July 17, 2017**

Attendees: Dr. Steve Fraze, Dr. Michael Ballou, Dr. David Weindorf, 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 June 19, 2017 Administrative Council meeting were approved as distributed.
2. Karissa Greathouse spoke to the council about her role in Distance Education and passed out a handout listing Distance Education Support Services that she would be happy to help with.
3. Dr. Weindorf has received an e-mail from the National Academies of Sciences, Engineering and Medicine. They have launched a new study and are seeking input from us by asking the question, “What are the greatest scientific opportunities in the next decade within the food and agriculture fields?” Dr. Weindorf asked that each chair send a short paragraph answering this question from their department’s perspective. He will then combine these paragraphs into one document from the college. Please have your paragraph to him no later than August 1st.
4. Dr. Weindorf also noted that STEM-CORE is searching for faculty who are interested in these topics (science, technology, engineering and math) to complete an application and join their group. They meet once a month and one of the things they are interested in doing is helping to facilitate cross-college grant collaborations. If anyone is interested, please visit their website at <http://www.depts.ttu.edu/stem/> to learn more about what they do, and you can also download an application from there to complete and send in.
5. Dr. Fraze reminded the department chairs about the upcoming advisory board meeting that will be held in conjunction with the faculty retreat on August 24th. The meeting will begin at 10:00 a.m. and they will need to be prepared to give a short presentation (10 minutes) on their department. Please prepare a one-page handout as well. He also reminded them of the presentations to the Ethiopian delegation that will take place this afternoon beginning at 1:30 p.m.

OTHER

Dr. Fraze noted that everyone submitted their requests on time for the CIP, HEAF (Provost), and President’s Forum funding. He and Linda have met with Brenda Bullard from Engineering Services and changed some of the projects around on the different lists, but they did manage to get most of the requests on one of the three project lists. Please keep in mind that ADA compliance is a big area where many updates still need to be made. He also noted the manager of the CASNR Annex remodel project has asked for additional funds, as they do not have enough to cover the expenses to get everyone moved back into the Annex.

Dr. Ballou gave a committee update on the CASNR dean search. He reported the position should be posted and advertised soon, and if you know of anyone who is interested and would be a good candidate, please encourage them to apply. They are hoping to have early fall interviews. Dr. Ballou noted that one of the new Vet Science Department faculty members is now on campus and the second one will arrive mid to late October. There will be a House Ag Committee listening session the end of July, first part of August, to continue the discussion on the availability of federal research dollars.

Dr. Hequet announced that PSS has 2 good candidates for the vegetable position and 3 good candidates for the Plant Ecohydrology/Ecological Modeling position. They will be bringing them in soon for interviews. Dr. Hequet has just returned from a trip to China and will be leaving again for Ethiopia at the end of the month.

Dr. Weindorf stated that Project Revolution has put out a new call for proposals. He and Dr. Hequet will be going to Austin on Wednesday to attend the Texas State Support Committee meeting. He also noted that his documentary, “Between Earth and Sky,” will be shown on KTTZ tonite.

Prof. Bernard reported that Dr. Melissa Currie will start on September 1st, and Dr. Jason Sowell will begin on January 1st. Dr. Sowell is a spousal accommodation that we were fortunate to have the opportunity to hire. We will be receiving additional funding from the Provost for this accommodation. He also stated LA will have two accreditation visits this year. The MLA accreditation team will be here October 29 – November 1, and the BLA accreditation team will be arriving sometime in February. He noted the CASNR Annex renovations are looking good and are moving along.

Dr. Burris gave an update on the renovation projects in Ag Ed. They are still waiting for the third project of three to begin. It was supposed to have started when school was out in May, and they are still waiting.

Dr. Orth announced they have 4 candidates for the open nutrition position they will be bringing in during the month of August. Dr. Darren Henry, Assistant Professor of Beef Cattle Science/Grazing Management, will begin September 1st.

Dr. Fraze stated that the Office of the Provost has announced that the cut-off date for faculty’s three-year review time clock is November 1st.

Dr. Johnson reported that AAEC’s annual meetings will be held the end of July in Chicago and several of his faculty will be attending. They had a successful summer of study abroad classes in Seville, Spain, again and everyone is home.

Dr. Wallace stated that NRM has two classrooms that are scheduled to begin renovations. One will begin this fall and the other is scheduled to begin in the spring. He noted that he has hired seven new faculty members since 2012, and now will be working on promotion and tenure dossiers for some of them this year. NRM will have two program review teams coming this year. The NRM program review team will be here this fall and the Range Management program review team will be here in the spring.

Dr. Galen Austin announced that there are several grant proposals that are currently being worked on for submission.