**Administrative Council Meeting Minutes**

**July 19, 2021**

Attendees: Dr. Cindy Akers (Interim Dean), Dr. Christy Bratcher, Dr. Chance Brooks, Jane Piercy, Norman Martin, Laci Hardman, Dr. Phil Johnson, Dr. Scott Burris, Dr. Michael Orth, Dr. Warren Conway, Dr. Glen Ritchie, and Dr. Mike Ballou.

Presentations from Mike Looney (New Deal - AFS), Dr. Erica Irlbeck (Picador), and Dr. Phil Johnson (Thornton Agricultural Finance Institute) were made to the Administrative Council prior to the business portion of the meeting.

1. Minutes from the June 21, 2021 meeting were approved as distributed.
2. Dr. Akers reminded the council to get one pagers to her by July 28th to send out to the CASNR Advisory Board in preparation for the August 19th meeting. Department Chairs will submit departmental one page overviews, Dr. Bratcher will submit an overview sheet of the four research areas, and Dr. Brooks will complete an overview sheet of the college admission/retention numbers.
3. Dr. Brooks gave an update on the agenda for the faculty retreat. It was suggested that breakfast begin at 7:30 a.m. so that the meeting can begin directly at 8:00 a.m. That would give more time to discuss the research portion of the agenda and have time for a Q & A session.
4. Dr. Akers reminded the department chairs that faculty equity/compression requests are due to her today.
5. Dr. Akers also reminded the chairs that requests for departmental operating needs are due to her by Friday (July 23rd). Please copy Laci Hardman on these requests as well. These requests are for more teaching-based needs. It is permanent money but cannot be used for tenure track or staff. Requests should be geared towards teaching needs and enrollment growth. If funding requests are granted, they will be available in September.
6. Dr. Bratcher stated that the notes from the last discussion on F & A distribution were uploaded in the Teams folder. She reminded everyone that funds are normally allocated at the end of October/first of November. Discussion ensued again regarding the dean’s office allocation percentage. Most of the chairs were agreeable, but some did have a little hesitation. Dr. Orth does not support any increase in the percentage being withheld by the dean’s office. He believes the money should stay in the department to help cover the costs of doing research, especially since some departments have been losing state research line support the last few years. After much discussion, it was decided the dean’s office would only take 20% instead of the 25% discussed earlier, and revisit this next summer after evaluating the first year. Everyone was agreeable to maintaining the 50/50 split in the college/department portion of the start-up funding. It was unanimously decided that F&A funding should follow the PI on a grant. If a faculty member writes a grant through a center or institute the percentage of F&A attributed to the researcher will follow the college and department distribution of each individual PI. A portion will not be directed to the center or institute.
7. Dr. Bratcher indicated she will be attending a mini retreat with other associate deans for research to discuss how certain issues are handled in other colleges.
8. The deans/department chair social meeting that was scheduled for this afternoon will need to be rescheduled. The Texas Tech Club is not open on Monday, Tuesday or Wednesday afternoons after 2:00 p.m.
9. Dr. Brooks reported that he has sent the chairs an updated admissions report. It looks like there will be about a 2% increase in admissions university-wide. The “test-optional” portion of the admissions process has created a lot of problems in regards to scholarships, but they have now implemented a new program called SRAR (Self-Reported Academic Record), which has every student entering their own credentials. Texas A&M was one of the first universities to implement this new program and have already received an audit which showed the students’ entries had a 96% validation rate. Red Raider Orientation thus far has had 776 sign up, as of July 15th. Our admissions data is showing a 5% increase over the numbers at this time last year for fall. Our retention rates are currently on track. We are meeting year one rates, but year two retention rates are a little low. Please remember to continue reaching out to students. Dr. Brooks announced that Macie Williams, Program Manager for Undergraduate Programs, has submitted her resignation. Her last day in the office will be August 20th.
10. Jane Piercy gave an update on the CH and Helen Jones Foundation awards. From the CH Foundation, Dr. Noureddine Abidi was awarded $37,516 for *Converting Low Grade Cotton to Bioproducts*; Dr. Heidi Brady received $87,600 for the *Texas Tech Therapeutic Riding and Therapy Center (TRTC) Fund*; and Dr. Aaron Norris will receive $123,750 for *Reinvesting in Rangelands*. The Helen Jones Foundation has awarded Dr. Jason Headrick $37,500 for *Civic Leadership Academy: Fostering Community Engagement in the Lubbock Region*. Jane is currently in San Antonio where she just attended the Texas Wildlife Association’s meeting and alumni reception. She was very pleased with the attendance. Next Friday, CASNR will host a reception for alumni attending the Texas and Southwestern Cattle Raisers Convention in Ft Worth.
11. Norman Martin reported that he and Sandra Addo are working on updating and revising graduate degree programs on the CASNR website. They have three from NRM completed, and have approximately 20 more to go.

DEPARTMENTAL UPDATES

AAEC – None

AEC – Dr. Burris announced Jason Headrick had received a grant from the Helen Jones Foundation. He also noted that his Teacher Curriculum Team held an Agricultural Education Curriculum Revision Retreat in the Dairy Barn last week. He said they received some great comments about the dairy barn and what a wonderful place it was for the college to have for meetings and events.

AFS – Dr. Orth reported the Kansas City BBQ cook off has a sponsorship from Seaboard Farms, and they will also be participating in the cook off. They have secured a larger space for recruiting purposes, and are hoping to have students come by to visit with them.

LA – None

NRM – Dr. Conway noted that the Range Management Program has taken a pause for the moment, but hopefully will be back in the approval process soon.

PSS - None

VS – None