**Administrative Council Meeting Minutes**

**October 15, 2018**

Attendees: Dr. Bill Brown, Dr. Michael Ballou, Matt Williams, Norman Martin, Galen Austin, Linda Whitebread, Dr. Phil Johnson, Dr. Steve Fraze, Dr. Mike Orth, Prof. Eric Bernard, Dr. Brad Dabbert, and Dr. Eric Hequet

1. Dr. Sukant Misra, Vice Provost for International Affairs, gave a presentation on the programs and services provided by the Office of International Affairs.
2. Dr. Brown introduced Neale Currie, IT Technician in LA, who will be taking on additional duties to help facilitate some of our deferred maintenance projects. Neale will meet with the department chairs regarding their projects to better understand what the expected outcome is, and who the contacts are.
3. Dr. Brown referred to an e-mail that was received from Sam Segran, TTU CIO and Vice President for Information Technology, regarding compliance and updates on computers that need to be continuously completed (also known as “patch management.”) It is imperative that faculty and staff apply the operating system updates and/or use the automatic update features built into operating systems, as a single operating system update may remediate multiple urgent and critical internal vulnerabilities. The IT Division also provides KACE system management software, free of charge, for departments to use to apply patches and updates easily and efficiently.
4. Dr. Brown noted that HEAF requests are due to the Office of the Provost at the end of this month (these requests are for research equipment). Please get your requests to Dr. Brown as soon as possible.
5. Dr. Brown discussed the “workload” vs. “appointments or effort” that has been revisited lately. He believes that we need to come up with a formula that will help quantify faculty efforts. The current workload formula is a State of Texas reporting tool, and doesn’t measure faculty effort like what we want it to. The council indicated that we need to figure out a formula, test it on both teaching and research appointments, and then get faculty approval before putting it into place. The deans and chairs will discuss this at their next meeting on November 6th.
6. Dr. Brown reported that he and two faculty members will be meeting with Birgit Green and Craig Morton from the Office of Planning and Assessment regarding the Raiders Engaged reporting system. They are hoping to discuss implementing an easier and more simplified method of reporting engagement activities. The current system is cumbersome and takes way too much time and therefore faculty are not using it. He will report the outcome of this meeting at our next administrative council meeting.
7. Matt Williams (substituting for Jane Piercy) asked if there could be a way to put a “give” button on the front page of each department’s webpage. Norman will work with him on getting this accomplished.