**Administrative Council Meeting Minutes**

**February 19, 2018**

Attendees: Dr. Steve Fraze, Dr. Cindy Akers, Jane Piercy, Norman Martin, Galen Austin, Dr. Phil Johnson, Dr. Scott Burris, Prof. Eric Bernard, Dr. Mike Orth, Dr. Gad Perry, and Dr. Eric Hequet

1. Minutes from the January 22, 2018 Administrative Council meeting were approved as distributed.
2. Dr. Akers and Stephanie Legako presented a new plan of action that will be implemented in the Student Success Center/Dean’s Office and suggested that the department chairs implement something similar in their offices when students of concern are identified and are in need of more help than what they can provide.
3. Dr. Orth reported that the CASNR Strategic Planning and Visioning committee is working on the strategic plan for the next seven to ten years (up to 2025). They are in the process of identifying goals and strategies to accomplish them. He asked the department chairs and deans to send any recommendations to him as soon as possible.
4. Dr. Fraze noted that the Federal Government has left all 40 COOP Research Units across the country out of the newly submitted federal budget. If they do not get put back into the federal budget, we will do what we can to maintain the two faculty members employed by the Texas COOP Research Unit, but we will not be allowed to keep approximately $500,000 to $750,000 in federal and state grants that are associated with it.
5. Dr. Fraze reminded the deans and chairs of the Budget Hearing that will be held on March 5th, in the Provost Conference Room beginning at 11:00 a.m. The College Budget Forum, which is open to all faculty and staff in the college, will be held on April 2nd beginning at 1:00 p.m. in Education 001.
6. Dr. Akers gave a handout to the chairs regarding the Mini-Teaching grants that will be available this summer for faculty. A total of three awards will be granted for Summer 2018 at a maximum of $2,000 each. Funding will support travel and lodging for individuals who want to spend time with a faculty member who is recognized for his/her scholarship of teaching in a shared discipline-based area or a visit with an industry partner to learn about new technologies/advances that can be translated into courses. Applications will be due to Dr. Akers by April 1st.

OTHER

Jane reminded everyone of the Distinguished Alumni and Outstanding Young Alumni banquet coming up on Monday, February 26th. She also noted that several regional alumni events have been scheduled, with the first one coming up on March 23rd at the Texas and Southwestern Cattle Raisers Convention in Ft. Worth.

Dr. Akers asked the chairs to please remind their faculty that AgriTechsan nominations are due by 5:00 p.m. this Thursday (February 22).

She also noted that the most recent Apps/Admits report shows low numbers again for confirmed students. Those are the students that have signed up for a summer orientation. Handouts were distributed for the Apps/Admits report, the Scholarship report, and the Student Success Center Activities report.

Dr. Orth stated that the Thornton Chair in AFS has been posted.

Dr. Hequet announced that PSS has five applicants for their open Horticulture position (to replace Dr. McKenney after she retires), and six for the greenhouse manager position. Dr. Luis Herrera will be back on campus March 4, 5, and 6 for further discussion regarding his possible hire.

Dr. Gad Perry (substituting for Dr. Mark Wallace) reported that NRM is currently undergoing a graduate program evaluation.

Dr. Galen Austin stated that Qualtrics was up and running and he will send out information to the faculty about it soon.

Norman Martin informed the council that a ghost map has been built for the website for the Study Abroad classes. It will include pull-outs and testimonials from students regarding their study abroad trips.