**Administrative Council Meeting Minutes**

**April 18, 2022**

Attendees: Dr. Cindy Akers (Interim Dean), Dr. Christy Bratcher, Dr. Robert Cox (Interim Assoc. Dean), Alex Yack, Norman Martin, Laci Hardman, Dr. Phil Johnson, Dr. Scott Burris, Dr. Chance Brooks (Interim AFS Chair), Prof. Eric Bernard, Dr. Thayne Montague and Dr. Mike Ballou

1. The minutes from the March 21, 2022 meeting were approved as distributed
2. Dr. Akers, Dr. Bratcher and Norman discussed a new college events calendar that will be on our Davis College website. The template is being built by IT and will require completing an online form for submitting events to the calendar. Norman and Kris Allen will monitor the items submitted and publish the events to the calendar. It would be great to have all college-wide events (departmental, organizations, clubs, etc.) put on the calendar. It should have the ability to post events to social media directly from the calendar, as well as add to our own calendars. They are hoping to launch this by the end of the month. Norman also noted Communications and Marketing are still working on our college branding and are trying to clarify the NRM logos. They are hoping to have some of the center/institute logos completed by the fall semester. There will also be a new newsletter platform ready to use, hopefully, by the beginning of the fall semester. IT will begin working to transition our college departmental sites to a new university platform and their hope is to have that completed during the next academic year.
3. Dr. Akers announced that a group of eight U. S. Congressmen making up the Western Caucus will be coming to West Texas and will be on the Texas Tech Campus Wednesday. Also this week, former Congressman Mike Conaway and Scott Graves, who now have The Conaway Graves (Lobby) Group, will also be here to visit with several groups.
4. Dr. Bratcher has reached out to Dr. Heppert regarding the issues we have been having in getting proposals/budgets completed through ORS. ORS has been short staffed and overwhelmed with the amount of work. Dr. Bratcher asked the chairs to have faculty send things her way if they are having problems, and she will see what she can do. She knows ORS is trying to hire new staff and they are doing the best they can right now under the circumstances.
5. Dr. Cox reported that Saturday, April 23rd the Davis College will be hosting the State CDE contests. The awards ceremony will be held at 2:00 pm in the United Supermarkets Arena, and he asked chairs to please attend if possible. Those students receiving awards will be the top students in the state, and it would be a good opportunity to visit with them about coming to Texas Tech and the Davis College. Dr. Cox also noted that he has not seen anything yet regarding the small class portal for summer. He said Tristin has been working with advisors in the departments to help get them trained on Degreeworks and other new software programs that are being implemented. He said all seniors that will be graduating should have received an email from Tristin by now. If they say they haven’t received one, then they probably are not graduating.
6. Fellowship (Helen DeVitt Jones, etc.) applications were due last week, but we still have funding left. Please send Dr. Bratcher names by this Friday if you have students that would qualify for one of these fellowships.
7. Dr. Cox asked the chairs about the possibility of moving the graduation reception/diploma pick up from AFS to the Dairy Barn this year. Pros and cons were discussed, and in the end it was decided to have the reception in the Dairy Barn and see what kind of turnout we have. They hope students and their families will make the trip over to the Dairy Barn to pick up their diploma, enjoy some good food, and visit with Davis College faculty, staff and other graduates and their families.
8. Dr. Cox announced that Maeley Herring started in the Dean’s Office this morning. She will be the new Program Manager for Academic and Student Programs, and will be working with Tristin.
9. Dr. Burris and Dr. Johnson are still working on revitalizing Gamma Sigma Delta (Gamma Sigma Delta, or more fully, the Honor Society of Agriculture, is an honor society for Agriculture students and those in related fields. Founded in 1913, it is the oldest and largest such society for its academic discipline). Dr. Burris has sent emails to AEC students letting them know he has recommended them for membership in the ag honor society. He encouraged the other chairs to do the same, and then send their information to Dr. Johnson so he can send a follow up email with membership details. Dr. Johnson had the bookstore order 50 honor cords in hopes that many students would join.
10. Alex Yack stated that there are many events coming up for the college. The Texas ASLA is meeting in San Antonio this week and the college will host an alumni reception on Wednesday. This weekend, the college will host a tailgate party for the spring football game from 9:00 – 12:30 in the green area by Jones AT&T Stadium. The tailgate is open to everyone and there will be free food, drinks, and inflatables for the kids to play on. Friday evening, the college will host a TTU Meat Judging Team and CEV reunion at the National Ranching Heritage Center. Also on Friday, the School of Veterinary Medicine will have their Ribbon Cutting event in Amarillo. The Spring Round up will be held at the National Ranching Heritage Center on May 6th, and Alex will have more information to share with us regarding TTU Giving Day (August 16th) at a later date.
11. Dr. Akers noted that another event on Saturday is the TTU Parents Association Awards Banquet. The Davis College will have three faculty members recognized at the breakfast: Dr. Kristin Hales will receive one of the Barnie E. Rushing, Jr. Distinguished Research Awards in the STEM disciplines; Dr. Whitney Crossland will receive the Hemphill-Wells New Professor Excellence in Teaching Award; and Dr. Courtney Meyers will receive the Faculty Distinguished Leadership Award.
12. Norman reminded the council that other events coming up soon include Arbor Day, Faculty Convocation, and the Ag Honors Banquet.
13. Laci reported that she has not heard anything yet regarding the summer budgets. She announced budget prep would be coming up next month and she will be working with the business managers to get everyone prepared for this. She also noted that she has not heard anything about merits yet, but please be thinking about them as sometimes there is a short turnaround to get these in the system. Laci noted that she sent the new Faculty Start up forms out that will be used beginning September 1.
14. Dr. Bratcher stated that the faculty supplemental salary forms that she receives that have been signed by the chairs indicate to her that the chairs approve of the requested supplemental salary proposal. Please make sure to read these requests to make sure that what the faculty member is proposing is feasible and lines up with the requested salary.

UPDATES

AAEC - Dr. Johnson noted that the elevator in Ag Sciences is moving forward. The drawings have been complete and they are supposed to begin work after this semester ends. The elevator will be located in the middle of the building towards the south end. A couple of faculty offices and a computer lab will have to be relocated. Dr. Johnson also reported that Dr. Conrad Lyford received a Fulbright Fellowship and will be going to Ghana this fall.

AFS – Dr. Brooks reported they had a lot of things going on in AFS. Most notably, the National Stock Horse Show (Collegiate Nationals) is coming up this next week.

LA – Prof. Bernard thanked the chairs and deans who had recently participated in the chair search for LA. He also noted that the Texas ASLA meeting was coming up next week and several of their students would be bringing home awards. They will have several faculty and approximately 30 students making the trip to the meeting in San Antonio. Prof. Bernard reported their meeting with Dr. Gordon Davis is coming up soon. He stated they have purchased Farmbots for the new Green Infrastructure Lab, as well as some additional great new hardware/software. Prof. Bernard noted that we will have some of the best technology in the country for our Landscape Architecture students.

VS – Dr. Ballou stated his goal to have his non-thesis masters program submitted by now was delayed a bit, as he decided they should add a thesis option. His goal is to have it submitted by May 1st. He is now working on getting courses set up in Curriculog.

PSS – Dr. Montague reported that PSS has a candidate on campus today and tomorrow interviewing for the B. L. Allen Endowed Chair in Soil Science.

AEC – Dr. Burris announced Chelsea Hatch started last Friday. She will be an Assistant Professor of Practice in Ag Education. He stated he has a meeting at 1:00 today regarding the Quonset Hut behind the Ag Ed & Comm building. It is most likely coming down soon. Dr. Burris also announced the Stockton Cup will be held on May 4th, and AEC will have a graduation reception on May 13th. Earlier this month four faculty members and four graduate students attended an international conference in Greece. Dr. Burris stated that their national research conference (AAAE) will be held in Oklahoma City next month, and he is excited for Dr. Bratcher to attend with them. Dr. Courtney Meyers will finally be able to complete her Fulbright Fellowship this fall after delays due to COVID. She will leave for Australia in July for approximately five months.