**Administrative Council Meeting Minutes**

**May 16, 2022**

Attendees: Dr. Cindy Akers (Interim Dean), Dr. Christy Bratcher, Norman Martin, Laci Hardman, Dr. Phil Johnson, Dr. Scott Burris, Dr. Chance Brooks (Interim AFS Chair), Prof. Eric Bernard, Dr. Warren Conway and Dr. Glen Ritchie

1. Dr. Phil Sizer, Associate VP for Research Innovation at the Texas Tech University Health Sciences Center, gave a presentation about the Matador UAS (Unmanned Aerial Systems) Consortium Summit they are starting. They are open to ideas for collaborations and on how these systems can help in research as well as commercialization projects.
2. The minutes from the April 18, 2022 meeting were approved as distributed
3. Dr. Akers told the Administrative Council that she would like for the group to commit two days this summer to do a professional development/team building workshop together, conducted by The Table Group. August 8th and 9th were the two days chosen that everyone could attend. She also noted that CIP (Capital Improvement Projects) requests were coming soon for us to update. Please be thinking about these. We need to take the time to prioritize them and also remove those from the list that have been on there a long time. Operations only gets about $1M each year for these so there is not a lot available for the entire university. The deadline to get these project requests to Dr. Akers is May 31st. Dr. Akers also stated that Dr. Gordon Davis will be meeting with President Schovanec soon regarding his wishes for a new building for the Davis College. As a college it would be prudent to brainstorm best locations and who should be in it. Keep in mind, if we are fortunate to get a new building it is ultimately the President’s decision on location. She also noted Monty Christian will be sending an email to everyone to begin discussions on “excellence.” This will be an agenda item for the June 6th deans/department chair meeting.
4. Dr. Bratcher reported that the college numbers are good for proposal submissions and grants received thus far. Kristin Hales has submitted a proposal for $53M. Muntazar Monsur has also submitted a large proposal. Dr. Bratcher and Dr. Akers stated they were very impressed with the graduation reception and the turnout, having it in the Dairy Barn. It was suggested that next year we might need to have a large tent put up outside to help with overflow and possibly set up the diplomas out there.
5. Norman Martin announced that for now, the online college event calendar is on hold. There have been too many glitches and they are looking into them.
6. Laci Hardman stated that she has a meeting tomorrow with all the department budget managers to work on budget prep. She also reminded the chairs that she needs their list of merit raises as soon as possible, and supplemental summer salary requests are due on May 20th.

UPDATES

AEC – Dr. Burris is currently in Oklahoma City attending their national Association meeting this week. There will be approximately 18 of their group there this week. Several will be presenting their research.

AAEC – Dr. Johnson reported that they have survived the end of the semester and everything went well. He will have one faculty member retiring the end of August, and another faculty member is potentially leaving. He noted that they are supposed to begin construction on the elevator in June and they are working on finding spaces for those who will be displaced due to the construction.

AFS – Dr. Brooks stated that Spring Round Up went well and was successful raising approximately $130,000 for scholarships. He also noted AFS had a record number of graduates this year. He just found out last week that he will have a vacancy as one of the companion animal faculty members is leaving. Her USDA grant will stay here however. Dr. Brooks said their orientation numbers have continued to grow, and they are looking at having a very large group this year.

PSS – Dr. Ritchie noted that they had a successful graduate program review and received some constructive comments. For the spring commencement they had 19 undergraduates, 1 PhD and 3 MS students graduate. They are currently in negotiations with a candidate for the B. L. Allen Chair and will possibly have two faculty retirements coming up at the end of this year.

LA – Prof. Bernard reported they had a few struggles but got everyone graduated that was supposed to. Jason Sowell will be leaving this summer as he and his wife have both received job offers in Buffalo, NY. The robots and the furniture for the Pavilion have finally arrived. He also noted they have completed the space plans and inventory of the farms. They are trying to get one unified virtual plan for the Dean’s Office to have. Thus far, all the buildings are animated and they are currenting working on 3D models. He also reported there will be a mandatory Network Site Coordinators (NSC) meeting soon as computers across campus need to be encrypted. He also reminded everyone that if you have Symentec Virus protector on your computers, it will need to be removed by the end of the summer and be replaced with Microsoft Defender. He noted people with elevated credentials are at higher risk of receiving spam/phishing attacks on their computers. He recommends never putting a students’ thumb drive on your computer as thumb drives can contain all sorts of viruses that can download and infect your computer. IT is going to try to expedite the training for the NSC’s.

Dr. Akers announced that Stephanie Legako’s last day in the office was Friday, May 13th. She will be moving over to the Dean of Student’s Office and will be one of the new Assistant Deans there. Maeley Herring will move over to the retention spot replacing Stephanie, and we will hire someone to replace Maeley in the Academic and Student Programs position. Dr. Akers also stated that June or July one-on-one meetings with department chairs will be to review faculty evaluations, so if you have not completed and turned in your faculty evaluations, please do so by the end of this month.

Dr. Brooks said he will be contacting Matt Dewey’s office (Communications and Marketing) as they have had a lot of inconsistency in what is being approved for artwork on giveaway and promotional items. The current lockups are not looking good or fitting well on shirts. The letters are too small and if they make it larger it won’t fit on the item being put on or it looks awful.