**Administrative Council Meeting Minutes**

**June 18, 2018**

Attendees: Dr. Bill Brown, Dr. Cindy Akers, Matt Williams, Norman Martin, Galen Austin, Linda Whitebread, Dr. Phil Johnson, Dr. Erica Irlbeck, Prof. Eric Bernard, Dr. Mike Orth (by phone), Dr. Mark Wallace, and Dr. Benildo de los Reyes

1. A presentation was made by Patricia Vitale, Tabitha Sisson, Jonathan Bennings and Lissa Munoz from the Office of Planning and Administration regarding their Tool Set applications. This “tool set” will be available to the departments so they will be able to access building information through the Matador Information Portal, look up grant/research information from the space/use analysis, order keys through KMS, reserve rooms through Ad Astra, etc. There will also be an implementation of a Building Coordinator Notification System which will require training.
2. Dr. Brown asked the department chairs if they would consent to help financially support students who have been selected to attend the Agriculture Future of America (AFA) Leaders Conference and/or Leader Institutes and if so, what level of funding would they be able to provide. The AFA is a great opportunity for students to network as well as find internships and jobs. The chairs indicated they were willing to support students by providing up to $300 towards their travel expenses. (Receipts will be required and they will only pay for the airfare amount up to and not to exceed $300.)
3. Dr. Brown visited with the chairs regarding the recently attended follow-up meeting with Dr. Mark Sheridan and President Schovanec concerning graduate student enrollment. Dr. Brown would like to provide a response to Dr. Schovanec explaining where and how our funds have been used to show that we have used the money wisely. He also asked the chairs about suggestions on growing grantsmanship (to support more graduate students) or asked if we are satisfied with where we are. Most of the chairs indicated that space was the biggest issue. There is not enough lab or office space to accommodate many more graduate students. Some departments have had to turn students away because money was not available to support them or lack of space to house them. Most of the chairs felt like we were turning out quality students with the resources (money, faculty, space) we currently have. They believe the quality of the student is a higher priority than the quantity of students, especially if we do not have the resources to handle more.
4. Dr. Akers reported on the Faculty Retreat topic and noted that we were going with our original topics of working with this generation of students in the classroom and student mental health issues. Dr. Brown will also give a state of the college and strategic plan presentation.
5. Time ran out before we could discuss the Capital Improvement Program (CIP) projects. This will be discussed at a later date.