**Administrative Council Meeting Minutes**

**August 21, 2017**

Attendees: Dr. Steve Fraze, Dr. Cindy Akers, Dr. Michael Ballou, Dr. David Weindorf, Jane Piercy, Norman Martin, Galen Austin, Dr. Phil Johnson, Dr. Scott Burris, Prof. Eric Bernard, Dr. Mike Orth, Dr. Mark Wallace, and Dr. Eric Hequet

1. Taylor Johnston was introduced to the administrative council as the new Career Center liaison for CASNR. Taylor announced that the CASNR Career Fair will be held on September 26th and he is working on getting business to attend.
2. Dr. Mark Sheridan gave a presentation regarding Graduate Strategic Planning and Enrollment/Recruitment.
3. Minutes from the July 17, 2017 Administrative Council meeting were approved as distributed.
4. Dr. Fraze announced a “Continuity of Operations Plan” or COOP, will be in the works this fall. This will replace the former Emergency Preparedness and Business Continuity Plan that is currently in place. Please send Dr. Fraze names of three people within your department that will have copies of this plan and know how to administer it. He will then forward these names on to the Office of the Provost, and they will call a meeting to discuss the details that will be required for this document. This document will also cover off-site facilities, so please keep that in mind since you might want to include names of administrators from those sites as well.
5. Dr. Fraze reminded the council that the Faculty Retreat will be held on Thursday of this week at the McKenzie-Merket Alumni Center and the Faculty Dinner that evening will be at the Livestock Arena.
6. Dr. Fraze noted that the Presidential Teaching and Research Excellence Professorship nominations are due to the Office of the Provost by September 15th. Endowed professors are not eligible to apply. Please see this document for additional information: <http://www.ttu.edu/administration/president/communications/memorandum-5.12.pdf>.

OTHER

Dr. Wallace indicated that NRM has no changes to their faculty this year and currently no new news.

Dr. Johnson also noted AAEC has no faculty changes and nothing new to report at this time.

Dr. Orth announced Raider Red Meats will again be hosting the Kansas City BBQ and Ribeye Cookoff Championship on August 25-26. He also reported they have completed their interviews for the beef cattle nutritionist position and hope to make an offer soon.

Dr. Ballou gave a report on the recent U. S. House Agriculture Committee Farm Bill Listening Session that was held in San Angelo on July 31st. It was a huge turnout with many agriculture producers, industry people and higher education representatives in attendance. Texas Tech University, along with many others, are pushing for capacity building funds for non-land grant universities. Dr. Ballou gave an update on the CASNR Dean search. The position has been posted and the search firm is actively proceeding with the search. They hope to have some interviews set up sometime this fall.

Dr. Burris stated his AE&C faculty have all reported back and are busy getting ready for the fall semester. They hosted the Doc@Distance cohort induction this week and 9 students were inducted.

Dr. Hequet reported PSS is currently hosting candidates on campus for their plant ecohydrology and ecological modeling position. They will be starting Skype interviews for their vegetable production position very soon.

Professor Bernard announced that his department/faculty have completed their move to the CASNR Annex. Melissa Currie, the newest faculty member, will be here tomorrow and Jason Sowell will begin in January. Enrollment was not as big has he had hoped, but they will continue in their recruiting efforts.

Dr. Weindorf stated he and Dr. Gad Perry are working on securing a federal grant for the Feed the Future Innovation Lab for Peanut Research (PRIL). He also reported Dr. David Lawver has met with him regarding lab safety issues, and last Friday he sent out information from NIFA (National Institute of Food and Agriculture) regarding some new funding that is now available through a competition to help university researchers bring their discoveries to the marketplace.

Dr. Wallace reported that Dr. Gipson and Dr. Grisham, as well as some post doc’s and TA’s, have moved into the space vacated by LA in the Bayer Plant Science-South building.

Jane Piercy announced she will be taking some scholarship students to the South Plains Ginners Association meeting today. Interviews have been completed for a second development officer within CASNR, and they are currently in negotiations with a candidate and hoping to have someone on board soon. Jane has been working with an alumnus who is interested in setting up an endowed chair position for water conservation. She would like help in getting some information together for him to show how we can fit his vision with our needs. She is currently seeking a time for him to come to Lubbock to visit about this. Jane noted the Equine Advisory Board will be meeting on Wednesday of this week and will have a dinner that evening at the Crofoots’ home.

Dr. Akers passed out the Apps and Admits report. August 24th is the day that students get dropped if they have not paid, so numbers on that day will change. We still have two more orientations, so our final numbers will likely increase. The numbers look good as a whole. Housing is completely full at this point and some incoming freshman will not have housing on campus. Dr. Akers also reported that there has been an update sent out on information that is required to be in all syllabi. The information can be found at: <http://www.depts.ttu.edu/provost/curriculum/institutionally-Required-and-Recommended-Language-for-Syllabi.php>.

Norman Martin stated that a new support webpage has been created by Karissa Greathouse for Distance Education resources. Also, something has happened to the slide show that had been put on the CASNR website highlighting the Maymester student photography at the Wrye Ranch. They are working on this issue.

Galen Austin reported he is working on a few grants with faculty as well as running year end reports.

Dr. Akers announced that Alpha Zeta is still in need of a faculty member to take over the advising duties for Dr. Courtney Meyers. Please visit with your faculty about this opportunity and forward names of those who are interested to Dr. Akers.