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ALEC Committee Minutes

Agricultural Leadership, Education &  
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5-18-2007

## May 2007 - Staff Meeting Minutes

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**Department of Agricultural Leadership, Education and Communication**  
**Staff Meeting Minutes**  
**Friday, May 18, 2007**  
**311 Ag Hall**

**Present:** Barbuto, Barrett, Daubert, Ellis, Fleming, Gifford, James, King, Latta, Matkin, Phipps, Smith, Story, Wheeler

Wheeler called the staff meeting to order at 10:05 a.m. Good news announcements/introductions were made.

*Approval of Minutes* – Barbuto moved to approve the minutes of the April 20, 2007, staff meeting. Ellis seconded. Motion passed.

*Promotion and Tenure Committee* – Barrett reported. Sandra Sattler Weber has requested an adjunct appointment with AgLEC. Barrett moved that Sattler Weber be granted an adjunct appointment. King seconded. Discussion. Motion passed.

*Undergraduate Curriculum Committee* – Ellis reported program assessment is proceeding and there will be an undergraduate curriculum retreat in August before the fall semester begins.

*Graduate Education and Research Committee* – King reported there will be a retreat for all graduate faculty on Wednesday, May 30, at 3900 Orchard Street (10:00 a.m. - 4:00 p.m.).

*Faculty Advisory Council* – Wheeler announced we need a new member for this committee as Barbuto's term has ended. Discussion. Barbuto volunteered for another year.

*Counseling and Psychological Services (CAPS)* – Dr. Bob Portnoy and Dr. Gail Lockard from CAPS joined the group. They provided excellent suggestions regarding how we can help students when they have personal problems, privacy issues, etc. Judicial Affairs needs to get involved if the student may be violating areas in the Student Code of Conduct. Employee Assistance Program (EAP) is the service provided for faculty and staff.

*Recruitment* – Matkin distributed the report from Baumert on AgLEC recruitment activities.

*Graduate Student Association (GSA) Update* – Gifford reported they are planning an ice cream social for August.

*Department Retreat in October* – Wheeler asked for volunteers to form a committee to plan the retreat. Barbuto, Story, Latta volunteered. The committee needs to identify a date in October and plan the agenda.

*Use of UDTA Award* – Wheeler reported that a brainstorming session was held on May 10<sup>th</sup>. Ideas discussed were distributed. Barbuto suggested investing in an advising report tool. Discussion. In order to endow four \$1,000 scholarships, \$44,000 needs to be collected. Is the scholarship money being used that is currently available in CASNR? More discussion is needed.

Wheeler would like to make a decision by the end of May on how to spend the \$25,000.

*Budget Update* – Wheeler presented budget information through April 30. We continue to be on track with operating expenses for the fiscal year.

*University Budget* – Wheeler reported that the two-year state budget has been approved by the state legislature and has been sent to the governor for his approval. Governor Heineman has until Monday, May 21, to announce any vetoes.

*Announcements* – King announced that Institutional Review Board (IRB) certification is due for all faculty and on-line submission of IRBs will be required starting July 1<sup>st</sup>.

Meeting adjourned at 12:10 p.m.

Next staff meeting will be scheduled in **September 2007**.

Submitted by Betty James  
May 21, 2007