

BENUE STATE UNIVERSITY

MAKURDI, NIGERIA

CENTRE FOR FOOD TECHNOLOGY AND RESEARCH

Minute No.	MINUTES OF THE 32ND MEETING OF THE PROJECT TECHNICAL COMMITTEE OF CEFTER-BSU HELD ON WEDNESDAY, 30TH MARCH, 2016 AT THE CENTRE CONFERENCE HALL	Line No.
1.0	PRESENT	1
	1. Prof. Daniel Kparevfa Adedzwa - Centre Leader/Chairman	2
AP	2. Prof. Edward Agbo Omudu - Dept. of Biological Sciences	3
	3. Prof. Tseaa Shambe - Dept. of Chemistry	4
	4. Prof. Joseph Fiase - Dept. of Physics.	5
	5. Prof. Lawrence Alegwu Ega - Dept. of Sociology	6
AP	6. Prof. Bernard Awa Kalu - Plant Breeding and Seed Science - UAM	7 8
ABS	7. Prof. Innocent Agbo Adikwu - Dept. of Biological Sciences	9
ABS	8. Dr. Stephen Gbaoron Yiase - Dean, Faculty of Science	10
	9. Dr. David Mrumum Tyona - Head, Dept. of Physics	11
	10. Dr. Dick Iorwuese Gernah - Institute of Food Security - UAM	12
	11. Dr. Godwin Ior Aching - Dean, Faculty of Clinical Sciences	13
	12. Dr. Simon Terver Ubwa - Director, Academic Planning Unit	14
	13. Dr. Solomon Kwaghkur Agishi - Head, Dept. of Vocational and Technical Education	15 16
	14. Dr. (Mrs.) Ogbene Igbum - Head, Dept. of Chemistry	17
	15. Dr. Michael Imande - Head, Dept. of Maths/Computer Science	18
	16. Dr. Ayila Ngutsav - Head, Dept. of Economics	19
	17. Dr. Benjamin G. Ahule - Head, Dept. of Sociology	20
	18. Dr. Barnabas Achakpa Ikyo - Deputy Centre Leader/Project Manager	21
	19. Mr. Andrew Shar Gbakon - Dept. of Chemistry	22
	20. Mr. Simon Tyoember Danbeki - Bursary Dept.	23
ABS	21. Mr. Livinus Shima Iorpuu - Bursary Dept.	24
	22. Mrs. Patience Hankuri Iorun - Bursary Dept.	25

	23. Mr. Celestine Saawuan	-	Director of Audit	1
	24. Dr. John O. Idikwu, MNIM	-	Deputy Registrar/Secretary	2
	In Attendance			3
	25. Ijir Aondosoo	-	CEFTER - BSU	4
	26. Origbo Princeley	-	CEFTER - BSU	5
	Key: ABS =Absent AP =Apology			6
2.0	OPENING			7
	The meeting started at 10:18am with a word of prayer from Dr. Dick Gernah. The			8
	Chairman welcomed members to the meeting and thereafter, presented the meeting			9
	agenda for consideration and adoption. The agenda was adopted on a motion from			10
	Dr. Solomon Agishi and seconded by Dr. Michael Imande. Apologies were received			11
	from Prof. Benard Kalu, who was bereaved and Prof. Edward Omudu, who was out of			12
3.0	town.			13
	MINUTES OF THE 31ST MEETING			14
	The minutes of the 31 st meeting were taken. 'Ap' and 'Abs' which stood for 'Apology'			15
	and 'Absent' respectively were corrected to fall in line with Benue State University			16
	Senate style of 'AP' and 'ABS'. The designation of the Departmental representatives			17
	were also added. Other errors and omissions observed were corrected. The minutes			18
4.0	were then adopted on a motion by Dr. (Mrs) Ogbene Igbum and seconded by Dr.			19
4.1	Simon Ubwa.			20
	MATTERS ARISING			21
	Partnership with the University of Bamenda			22
	Dr. Michael Imande reported that, he had initiated the process of linking up with the			23
	University of Bamenda through the assistance of Prof. J.N Samba. He hoped that			24
	contact would be through soon.			25
4.2	The Chairman stated that, if Prof. Samba was willing to assist, the link should be			26
	followed up as partnership with the University of Bamenda was very important.			27
	Review of Lecturers' Allowances			28
	The Chairman drew the attention of members to the new figures reached as			29
	allowances payable per unit/hour to Lecturers on the programme. For Professors, it			30
	was N 2,000, while N 1,800 was for Assoc. Professors, N 1,600 was for Senior Lecturers			31
	and N 1,000 for Lecturers I and II. He added that the reviewed pay package had been			

	attached to the letters of engagement being distributed to lecturers.	1
	A member asked if it would benefit the Centre more to engage lecturers as visiting or	2
	part-time lecturers. The Project Manager replied that,engaging lecturers on part-time	3
	was the best option and that the University policy provided for Professors to be	4
	engaged as visiting lecturers but other ranks as part time.	5
	The Project Manager also requested to know if the HODs had submitted the list of	6
	visiting lecturers in their departments to the Secretary as agreed upon in the last	7
	meeting. The Secretary stated that, he had received only one list from the HOD Voc.	8
	and Tech. The Chairman informed the meeting that, he had some of the lists in his	9
	possession and would forward them to the Secretary. Other HODs who were yet to	10
4.3	submit their own promised to do so in earnest.	11
	External Audit of University Account	12
	The Project Accountant reported that, the Vice-Chancellor had granted approval for an	13
	external auditor to audit the Centre accounts. A member reminded the meeting of the	14
	World Bank request that audit reports be published online, and that such report could	15
	only be published on approval of the University Council. It was suggested that, CEFTER	16
	should liaise with the Vice-Chancellor and the legal unit of the University to ensure	17
4.4	that actions taken with regards to the audit issue were not outside the laws of the	18
	University.	19
	Examination Materials	20
	The Secretary reported that he had received some examination materials including	21
4.5	answer booklets and examination cards.	22
	The meeting noted the report.	23
	Sponsorship Request from Dr. Girgih	24
	The Chairman reported that, based on the recommendation of the UAM-CEFTER	25
	Committee,the Centre had applied to the Vice-Chancellor for the release of about	26
	\$4,000 for Dr. Girgih to enable him travel out for a conference. The application,	27
	according to him was stopped at the level of University Management who insisted that	28
	the conference paper was not in line with CEFTER mandate, and therefore could not be	29
	funded. He added that Dr. Girgih had been contacted, telling him of the decision of	30
	the UniversityManagement not to grant approval for the funding of his conference	31
	attendance for the reasons advanced. Some members said that the matter should have	32

4.6	<p>been stopped at the level of the Technical Committee since the conference paper on snail was not relevant to CEFTER mandate.</p> <p>The meeting noted the remark.</p> <p>Examination Time Table</p> <p>The Chairman reported that, the Department of Biological Sciences was yet to send in their examination time table with the names of supervisors. He added that, other Departments had sent in theirs. According to him, the Biological Sciences Department had been contacted and they promised to send in their time table later that day.</p> <p>It was suggested that, lecturers should be present during the time of their examination so as to deal with any issue that might arise during the examination.</p> <p>The meeting agreed to this suggestion and also resolved that a template for the examination question papers bearing the names of the University, Centre and Department should be forwarded to the Departments to guide them in designing the heading for examination question papers.</p> <p>A member also suggested that, some staff from the departments should be brought in to cover for lecturers who would not be available to supervise examinations, and at the end, they should be paid some stipend.</p> <p>The meeting, in accepting the view, expressed the need for examination processing allowance to be provided and should cater for stationeries, refreshments, supervision allowances and other sundry expenses.</p> <p>Another member observed the need for the Centre to moderate examination questions externally. The meeting decided that, due to the limited time available before the commencement of the 1st semester examinations, external moderation would not be possible for the oncoming examinations. HODs were however requested to arrange for examination questions to be moderated internally. External moderation would be arranged for subsequent examinations.</p> <p>Update on NUC Request for Mounting of PG Programmes for Departments</p> <p>The Chairman reminded the meeting that, it was agreed that the NUC template given to HODs should be completed and submitted by the end of March 2016. He asked the HODs present if they had done so. The HODs replied that, they were yet to do so. The meeting decided to extend the time-frame by 2 weeks, during which it was expected that the templates would have been completed and submitted.</p>	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
4.7		

4.8		1
		2
	List of Visiting Lecturers	3
	The Chairman informed the meeting that, for the 1 st semester, every lecturer, including	4
	visiting lecturers would be paid the full allowance by CEFTER including hourly	5
	allowance. As from the 2 nd semester, visiting lecturers would not be qualified for	6
	hourly pay, he added. A member asked if the Vice-Chancellor had been informed of	7
	the schedule. The Chairman replied that, the Centre had informed the Vice-Chancellor,	8
	who approved the schedule. The Project Manager was requested to prepare a	9
4.9	schedule for payment of those who qualified for payment to be forwarded to the Vice-	10
	Chancellor for approval and release of funds.	11
	Non Submission of Transcripts by Haruna Mohammed	12
	The Chairman briefed the meeting that, the University of Reading UK, responded to a	13
	request by the Registrar about Haruna's transcripts, that at the time he graduated, the	14
	University was not issuing transcripts to students. On the advice of the Director of	15
	Academic Planning, the CEFTER Director forwarded Haruna's case to the Vice-	16
	Chancellor to approve administratively on behalf of Senate. He reported that, the Vice-	17
5.0	Chancellor had approved the admission and registration of the student.	18
5.1	The meeting noted the report.	19
	NEW MATTERS	20
	Internship Proposal from Newland Mills	21
	The Chairman informed the meeting that, after the 2 nd semester examinations,	22
	students would go on 2 months internship, irrespective of their courses of study. He	23
	further added that a proposal was received from Newland Mills to partner with CEFTER	24
	and the proposal had been summarized into a 2-page document containing a	25
	proposal and budget. The document was distributed among members. The Chairman	26
	added that, the budget, which was 2 years for Masters and 3 years for Doctorate	27
	degrees was reviewed as follows:	28
	i. Conference Hall	29
	3-Year Rent and Facilities Upgrade - N2,500,000	30
	ii. Laboratory Facilities Upgrade - N3,000,000	31
	iii. Safety: Health and Environment Training - N705,000	32

	The Committee found that the submission lacked professional touch as figures presented were obsolete. It resolved that, a team should be sent to the Mills for inspection of facilities. To this end, a six-man team was constituted to visit the mills as follows:	1 2 3 4
	i. Dr. Godwin Achinge	5
	ii. Dr. Dick Gernah	6
	iii. Dr. (Mrs.) Ogbene Igbum	7
	iv. Dr. Solomon Agishi	8
	v. Mr. Simon Danbeki	9
	vi. Mr. Tersoo Ornguze of the Standard Organization of Nigeria (SON).	10
5.2	Other letters of intent for partnership were set aside to be discussed in the next meeting so as to enable members attend the ASUU meeting scheduled for 12:00pm that day.	11 12 13
	Request for Support to Attend Workshop: Dr. B. Igbabul (UAM Staff)	14
	The Chairman informed the meeting that, Dr. B. Igbabul, a UAM staff sent in a request for support to attend a workshop later in June in France directly to him. He added that	15 16
6.0	she was requested to channel the request properly through the UAM-Partnership Leader, Prof. Benard Kalu, who would report to the next meeting.	17 18
	The meeting noted the information.	19
	ADJOURNMENT/CLOSING	20
	In the absence of any other business, the meeting adjourned on a motion from Dr. Simon Ubwa and seconded by Dr. Dick Gernah. Dr. Solomon Agishi said the closing prayer at 12:17pm.	21 22 23
	<hr/> Prof. Daniel K. Adedzwa <i>Centre Leader/Chairman</i>	<hr/> Dr. John O. Idikwu, MNIM <i>Deputy Registrar/Secretary</i>