

BENUE STATE UNIVERSITY

MAKURDI, NIGERIA

CENTRE FOR FOOD TECHNOLOGY AND RESEARCH

Minute No.	MINUTES OF THE 33RD MEETING OF THE PROJECT TECHNICAL COMMITTEE OF CEFTER-BSU HELD ON WEDNESDAY, 20TH APRIL, 2016 AT THE CENTRE CONFERENCE ROOM	Line No.
1.0	PRESENT	1
	1. Prof. Daniel Kparevfa Adedzwa - Centre Leader/Chairman	2
	2. Dr. Barnabas Achakpa Ikoye - Deputy Centre Leader/Project Manager	3
	3. Prof. Edward Agbo Omudu - Dept. of Biological Sciences	4
	4. Prof. Tseaa Shambe - Dept. of Chemistry	5
ABS	5. Prof. Joseph Fiase - Dept. of Physics.	6
	6. Prof. Lawrence Alegwu Ega - Dept. of Sociology	7
	7. Prof. Bernard Awa Kalu - Plant Breeding and Seed Science - UAM	8 9
ABS	8. Prof. Innocent Agbo Adikwu - Dept. of Biological Sciences	10
	9. Dr. Stephen Gbaoron Yiase - Dean, Faculty of Science	11
	10. Dr. David Mrumum Tyona - Head, Dept. of Physics	12
ABS	11. Dr. Dick Iorwuese Gernah - Institute of Food Security - UAM	13
ABS	12. Dr. Godwin Ior Achinge - Dean, Faculty of Clinical Sciences	14
	13. Dr. Simon Terver Ubwa - Director, Academic Planning Unit	15
	14. Dr. Solomon Kwaghkur Agishi - Head, Dept. of Vocational and Technical Education	16 17
	15. Dr. (Mrs.) Ogbene Igbum - Head, Dept. of Chemistry	18
	16. Dr. Michael Imande - Head, Dept. of Maths/Computer Science	19
	17. Dr. Ayila Ngutsav - Head, Dept. of Economics	20
	18. Dr. Benjamin G. Ahule - Head, Dept. of Sociology	21
	19. Mr. Andrew Shar Gbakon - Dept. of Chemistry	22
AP	20. Mr. Simon Tyoember Danbeki - Bursary Dept.	23
	21. Mr. Livinus Shima Iorpuu - Bursary Dept.	24
	22. Mrs. Patience Hankuri Iorun - Bursary Dept.	25

	23. Mr. Celestine Saawuan	-	Director of Audit	1
AP	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	COMMENCEMENT			7
	The meeting commenced with a word of prayer from Dr. (Mrs.) Ogbene Igbum at 10:35am. The Chairman formally welcomed members to the meeting. He thanked every member for their support especially during the examination period. He then informed the members that the examinations were concluded successfully. Apologies were announced from the Secretary, Dr. John O. Idikwu who was unavoidably away on a very important University assignment, and Mr. Simon T. Danbeki who was off on an assignment on behalf of the Centre. The Chairman announced that Ijir Aondosoo and Princeley Origbo would be taking notes of proceedings.			8 9 10 11 12 13 14 15
	The meeting agenda was presented for consideration. The agenda was adopted without amendments on a motion by Dr. Solomon Agishi and seconded by Mr. Andrew Gbakon.			16 17 18
3.0	MINUTES OF THE 32ND MEETING			19
	The minutes of the 32 nd meeting were taken. Errors and omissions pointed out were corrected. A motion for adoption of the minutes was raised by Prof. Lawrence Ega and seconded by Dr. Michael Imande.			20 21 22
4.0	MATTERS ARISING			23
4.1	Partnership with the University of Bamenda			24
	Dr. Michael Imande informed the Committee that contact had been established, but nothing much had happened since the last meeting. The Chairman, on his part, reiterated the need for the contact person to follow up.			25 26 27
4.2	External Audit of University Account			28
	The Chairman informed members that an External Auditor had been appointed. The External Auditor was the University Auditor and would be saddled with the task of auditing of CEFTER accounts.			29 30 31
	The Committee noted the information.			

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	Examination Materials	2
	The examinations, according to the Chairman went smoothly as the materials provided were enough. He added that CEFTER would have preferred to send the examination materials directly to the Departments but had no knowledge of the quantity of materials each Department would need, hence the decision to provide materials through the Secretary's office. For subsequent examinations, the Committee resolved that the Departments would handle the processing of materials and conduct of examinations themselves.	3 4 5 6 7 8 9
4.4	On the issue of processing examination allowances, the Chairman informed members that all applications received had been forwarded to the Vice-Chancellor for action.	10 11
	Examination Timetable	12
	The Chairman, while thanking the Examination timetable Committee for a job well done, briefed the members that the timetable was well constructed and no issue arose from its implementation.	13 14 15
4.5	The meeting noted the brief.	16
	Update on NUC Request for Mounting of PG Programmes for Departments (Resource Verification from Departments)	17 18
	The Chairman requested to know from the HODs present if they had finished filling their forms. The HODs replied that due to some challenges they faced, they were yet to finish the filling of forms but promised to round up by the end of the week. The Chairman, while urging them to round up the filling of the forms, briefed the meeting that quite a number of reminders had been received from NUC to hasten up the processing and submission.	19 20 21 22 23 24
4.6		24
	List of Visiting Lecturers	25
	The Chairman informed members that due to the absence of the Secretary, the Committee would have to take his update on the issue during the next meeting.	26 27
4.7		27
	Internship Proposals from Newland Mills and Seraph oils	28
	The Chairman reported that due to the difficulty in getting fuel, the Committee was yet to visit Newland Mills. He stated that irrespective of the situation, the visit would be arranged for next week. The Committee was also tasked with visiting Seraph Oils for inspection of facilities. He added that all allowances due to members of the Committee	29 30 31 32

	would be processed and Dr. Solomon Agishi was to Lead the team. Other members of	1
	the team were Dr. Godwin Achinge, Dr. Dick Gernah, Dr. (Mrs.) Ogbene Igbum, Mr.	2
	Simon Danbeki and Mr. Tersoo Ornguduem of the Standard Organisation of Nigeria.	3
	The timeline for visits was considered and resolved to be Wednesday, 4 th May, 2016	4
	for Newland Mills, Gboko and Thursday, 5 th May, 2016 for Seraph Oils in Makurdi.	5
	On the recommendation of the Project Manager, Possible Industry-Community	6
	Linkages to cover any ongoing outreach scheme found useful, especially for students	7
4.8	of Rural Sociology would be added to the terms of reference of the Committee.	8
	Request for Support to Attend Workshop: Dr. B. Igbabul (UAM Staff)	9
	Prof Bernard Kalu reported that the proposed conference, International Conference on	10
	Food and Beverage Packaging was slated for Rome, to run through June 13-15, 2016.	11
	He stated that Dr Igbabul intended to present a paper, the abstract of which had been	12
	received and accepted. Total cost, according to him amounted to \$3,600 to cover	13
	registration fee, welfare, accommodation and local transportation. He suggested that	14
	following the fallout from the last request from Dr. Girgih, which should not have gone	15
	past the Project Technical Committee level, the new request should be studied	16
	critically by the Committee to determine if it was acceptable and in line with the	17
	CEFTER mandate.	18
	A member suggested that exploration of other sources of sponsorship for workshops	19
	and seminars should be explored.	20
	The meeting resolved that Conference attendance should be regarded as a grant and	21
	be made a component of the Scholarship and Grant Allocation Committee for which	22
5.0	guidelines for workshop attendance should be developed to guide the Committee in	23
5.1	decision making.	24
	NEW BUSINESS	25
	Report on 1st Semester Examination	26
	The Chairman invited comments on the conduct of the examinations from HODs so as	27
	to identify areas with lapses and correct them.	28
	The HOD Maths/Computer Science commended the organization and conduct of the	29
	examination. He stated that his Department faced no difficult challenge. For lecturers	30
	who could not avail themselves on the day of examination, staff were sourced	31
	internally to cover for them.	32

	The HODs of Physics and Voc. and Tech. commended the conduct of the examination while informing the meeting that the process was hitch free. The HOD Sociology said the only challenge they faced was the temporary lack of power supply on the final day of the examinations. The HOD Chemistry informed the meeting that they faced no real challenge during the conduct of the examinations.	1 2 3 4 5
	Some of the HODs drew the attention of the Committee to the fact that some of the parcels containing answer booklets used for the examinations were yet to be sent to the lecturers living outside Makurdi. The meeting deliberated on whether to send the parcels to the lecturers or invite them to come and collect the scripts. It resolved that it would cost less to send the scripts to them. The HODs were requested to make photocopies of the answer scripts and send the original copies to the lecturers via courier services and the bill should be send to CEFTER for reimbursement.	6 7 8 9 10 11 12
	The Chairman also informed the meeting that a list of personnel who participated in examination supervision was taken and the list would be used in paying examination supervision allowance.	13 14 15
5.2	The Committee was also informed by the Chairman that subsequently, examination questions should be forwarded well ahead of time by lecturers to the HODs for vetting, after which they would be moderated externally.	16 17 18
	Payment of Lecturers' Allowances	19
5.3	The Chairman reported that lecturers' allowances had been worked out and the total was about ₦9,134,000. He said the document had been sent to the Vice-Chancellor for approval. Payment, according to him would be made by cheque after a lecturer turns in his/her marked scripts and had been issued a clearance letter by the HOD. He added further that payment would begin as soon as the funds were approved.	20 21 22 23 24
	Course Allocation for Second Semester	25
	The Project Manager informed the meeting that all lecturers and intending lecturers on the programme would be invited for a meeting and induction training and also be guided through the requirement from them toward achieving the mandate of CEFTER and also be informed of the benefits they would get. Further, the lecturers would be divided among Departments and allocated courses. It was suggested that some Senior Professors should be allocated to teach one course by themselves. Some members suggested that lecturers should be allowed to discuss and decide upon what was best	26 27 28 29 30 31 32

	for the students.	1
	The second semester was scheduled to begin on the first week of May. The Project	2
	Manager informed members that the meeting with lecturers would hold on	3
	Wednesday, 27 th April, 2016. All Lecturers teaching and those interested in teaching on	4
6.0	the programme would be invited to the meeting.	5
6.1	A O B	6
	Students' Project	7
	The Chairman briefed the meeting that some forms were supposed to be forwarded to	8
	the HODs containing two proposed project topics from students. The HODs said that	9
	they were yet to receive the forms. The forms were brought in and distributed while	10
	the meeting resolved that the students should decide on their project topic with the	11
	assistance of the lecturers.	12
	A member suggested that a system should be put in place to track contact between	13
	lecturers and students and monitor progress made. The Project Manager stated that	14
	templates would be sent to the HODs for monthly, mid-annual and annual reports to	15
6.2	monitor progress made.	16
	Visit by the Gambian Delegation	17
	The Chairman informed members that a 4-man delegation from the Gambia would be	18
	visiting CEFTER to interact with the Centre and monitor the progress of their students.	19
	They would arrive on Friday, 22 nd April, 2016, and were expected to return that day. He	20
	informed the Committee members that they would be invited when arrival time had	21
	been confirmed. Prof Tseaa Shambe informed the meeting that he would not be	22
	available on that day. A member reiterated that surroundings of the Complex should	23
	be maintained and kept clean.	24
6.3	The meeting noted the information.	25
	Project Technical Committee Meeting Attendance	26
	Some members expressed disappointment at the poor level of attendance to the	27
	Project Technical Committee meetings from some Departments, especially the	28
	Department of Biological Sciences which had not been represented in the last few	29
	meetings.	30
	The meeting resolved that members would be contacted and asked to send	
	representatives when they would be unavailable as attendance was mandatory.	

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	Radio Conference with the World Bank	3
	The Chairman informed the meeting that there would be a radio conference with the	4
6.5	World Bank by 2:00pm that day. He pleaded with members to endeavor to avail	5
	themselves for the conference.	6
	CEFTER Library	7
	The Project Manager briefed the Committee on the need for CEFTER to have a small	8
	library collection on post-harvest related books. He stated that if the Committee	9
6.6	approved the request, then the Departments would be asked to send in lists of books	10
	and serials to be procured.	11
	Update on College/Faculty Structure	12
	A member asked how far the matter of upgrading CEFTER to a College or Faculty had	13
7.0	gone. After due deliberations and consideration, the Committee resolved to take up	14
	the matter with the University 2016-2020 5-year Strategic Planning Committee.	15
	ADJOURNMENT/CLOSING	16
	With the items on the agenda exhausted, the meeting adjourned on a motion by Prof.	17
	Tseaa Shambe and seconded by Prof Edward Omu, who also said the closing prayer	
	at 1:25pm.	
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	<hr/> Prof. Daniel K. Adedzwa <i>Centre Leader/Chairman</i>	<hr/> Dr. John O. Idikwu, MNIM <i>Deputy Registrar/Secretary</i>