



BENUE STATE UNIVERSITY
MAKURDI, NIGERIA

Centre for Food Technology and Research

Minute No.	MINUTES OF THE 36TH MEETING OF THE PROJECT TECHNICAL COMMITTEE OF CEFTER-BSU HELD ON WEDNESDAY, 3RD AUGUST, 2016 AT THE CEFTER CONFERENCE ROOM	Line No.
1.0	PRESENT	1
	1. Prof. Daniel Kparevfa Adedzwa - Centre Leader/Chairman	2
	2. Dr. Barnabas Achakpa Ikyo - Deputy Centre Leader/Project Manager	3
ABS	3. Prof. Edward Agbo Omudu - Dept. of Biological Sciences	4
AP	4. Prof. Tseaa Shambe - Dept. of Chemistry	5
	5. Prof. Joseph Fiase - Dept. of Physics.	6
AP	6. Prof. Lawrence Alegwu Ega - Dept. of Sociology	7
AP	7. Prof. Bernard Awa Kalu - Plant Breeding and Seed Science -UAM	8
	8. Prof. Innocent Agbo Adikwu - Dept. of Biological Sciences	9
ABS	9. Dr. Stephen Gbaoron Yiase - Dean, Faculty of Science	10
	10. Dr. David Mrumum Tyona - Head, Dept. of Physics,	11
	Rep by Dr. Akombo, A.A.	12
	11. Prof. 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
	Rep by Dr. Solomon Aligba	16
	14. Dr. Benedict Iorzer Labe - Head, Dept. of Vocational and	17
	Technical Education	18
	15. Dr. (Mrs.) Ogbene Igbum - Head, Dept. of Chemistry	19
	Rep by Dr. Benjamin Arhwange	20
	16. Dr. Michael Imande - Head, Dept. of Maths/Computer Science	21
ABS	17. Dr. Ayila Ngutsav - Head, Dept. of Economics	22
ABS	18. Dr. Benjamin G. Ahule - Head, Dept. of Sociology	23

	19. Mr. Andrew Shar Gbakon	-	Dept. of Chemistry	1
	20. Mr. Simon Tyoember Danbeki	-	Bursary Dept.	2
	21. Mr. Livinus Shima Iorpuu	-	Bursary Dept.	3
	22. Mrs. Patience Hankuri Iorun	-	Bursary Dept.	4
	23. Mr. Celestine Saawuan	-	Director of Audit, Rep by Mr. Jude Tsavnande	5 6
	24. Dr. John O. Idikwu, MNIM	-	Deputy Registrar/Secretary	7
	In Attendance			8
	25. Mr. Stephen Tor-Anyiin	-	CEFTER - BSU	9
	26. Mr. Aondosoo Ijir	-	CEFTER - BSU	10
	27. Mr. Friday Okeme	-	CEFTER - BSU	11
	28. Mr. Princeley Origbo	-	CEFTER - BSU	12
	Key: ABS = Absent AP = Apology			13
2.0	COMMENCEMENT			14
	The meeting commenced at 10:15 am with opening prayer said by Dr. Benedict Labe. The Chairman, while welcoming members, announced that Dr. Labe had replaced Dr. Solomon Agishi in his capacity as the new HOD, Vocational and Technical Education. He also announced that Dr. Dick Gernah had been promoted to the rank of Professor. Apologies were received from Prof. Lawrence Ega, Prof. Tseaa Shambe and Prof. Bernard Kalu. The agenda for the meeting was presented for consideration and adoption. The agenda was adopted after amendments on a motion by Mr. Andrew Gbakon and seconded by Prof. Dick Gernah.			15 16 17 18 19 20 21 22
3.0	MINUTES OF THE 35TH MEETING			23
	The minutes of the 35 th meeting were taken. The 2015/2016 session omitted in reporting first semester results were sighted and corrected. Thereafter, the minutes were adopted on a motion by Mr. Andrew Gbakon and seconded by Dr. Barnabas Ikoye.			24 25 26
4.0	MATTERS ARISING			27
4.1	Partnership with the University of Bamenda			28
	The meeting was informed by the Project Manager that the mail containing the signed MoU had been sent to Dr. Imande, who reported that action was being taken.			29 30
	The meeting noted the report.			31
4.2	External Audit of CEFTER Accounts			32
	The Chairman reported that the exercise was successfully completed. He stated that the report was sent to the Vice-Chancellor for his approval before it was forwarded to the			33 34

	NUC.	1
4.3	The Committee noted the report.	2
	Update on NUC Request for Mounting of PG Programmes for Departments (Resource Verification from Departments)	3
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	The Chairman informed the meeting that the task, which was a difficult one had been accomplished. He stated that all the completed forms were collected and sent to the Academic Planning Unit for forwarding to the NUC. He thanked the Academic Planning	5
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4.4	Unit for their efforts and prompt action in the exercise.	7
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	Proposal for Internship at Newland Mills and Seraph Nig. Ltd	9
	The Chairman reported that there were no updates as the Committee had resolved at the last meeting to use both companies for CEFTER internship programmes. He stated that an internship schedule would be released while also informing members that the programme had been delayed because funds were yet to be received from the NUC to carry out the programme. It was hoped that the programme would begin soon after the second semester examinations for the 2015/2016 session had ended.	10
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4.5	The Committee noted the report.	16
	Renewal of Visas for Gambian Students	17
	The Chairman reported that visas were yet to be received from the NUC although, all necessary documents and fees had been forwarded to them including the students' passports. He explained to members that the NUC were invited to process the visas themselves because the Immigrations office in Makurdi demanded for the sum of ₦300,000 to process visa for each student. He added that after the NUC came in, the money dropped to ₦15,000 per student.	18
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4.6	The Committee noted the report and acknowledged the effort of Management.	24
	Presentation by the University Librarian on CEFTER Library	25
	The Centre Leader reminded members that the University Librarian had recommended that CEFTER should have its own library in addition to the University Central Library because it was a specialized Centre. He also added that CEFTER had requested that he should organize an induction lecture/orientation programme on the University Central Library for CEFTER students which he agreed to do, but in batches due to limited space in the Central Library. The Chairman added that an update was yet to be received but the matter would be revisited and followed up as soon as the second semester examinations for the 2015/2016 academic session were over.	26
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	The meeting noted the information.	33

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	Proposal for Control of Post-Harvest Losses in Benue State	2
	The Chairman informed the meeting that two proposals were received from Westfield	3
	Industrial Services Ltd and Founders Investment Ltd on the control of post-harvest losses	4
	in Benue State. He added that the Committee had resolved that copies of the proposals	5
	should be sent to the Departments of Biological Sciences, Chemistry and Vocational and	6
	technical Education to look at them and make recommendations. He stated that the	7
	documents had not been sent to the departments because copies had not been made,	8
	reason being that the documents were very bulky and resources to duplicate them were	9
	not available. He stated that once resources were available, copies would be made and	10
	sent to the various Departments.	11
4.8	The meeting noted the information	12
	Small Equipment Grant to Departments	13
	The Project Manager reported that no HOD had submitted information regarding their	14
	needs and demands for consumables. The Chairman appealed to the HODs to endeavour	15
4.9	to submit their lists within the next two weeks.	16
	Processing of 1st Semester Results for 2015/2016 Session	17
	Some of the HODs reported that their results had been considered by their various	18
	Departmental PG Boards, while others explained reasons delaying theirs. The Chairman	19
	appealed to the HODs to fast track the processing of results so that the Departmental PG	20
	Boards would meet on the results and then have it sent to the Faculty PG Board before it	21
4.10	went to Senate for approval.	22
	Allowance for PG Coordinators	23
	The Chairman informed members that the allowances for PG Coordinators also included	24
	Deans and HODs. He added that the allowances had been worked on and approved by	25
	the Vice-Chancellor. Payment had been withheld pending when the HODs had their	26
	results ready. Explaining the decision, the Chairman stated that the technique was	27
	experimented with the payment of lecturers' allowances and it worked. The Project	28
	Manager added that the Project was result based and that the World Bank would need to	29
	verify results before funds were released. The Chairman assured HODs that once their	30
4.11	results were ready, their cheques would be released.	31
	Scholarship and Research Grant Committee Report	32
	The Project Manager informed the meeting that the Committee met twice and came up	33
	with the following guidelines for CEFTER grants:	34

	<ul style="list-style-type: none"> ▪ CEFTER Conference Grant Fund ▪ BSU-CEFTER fellowships for visiting experts/scholars program ▪ BSU CEFTER visiting experts programme ▪ Research development grants for X, Y, Z-rated researchers 	1 2 3 4
	<p>The Conference Grant Fund was available to members presenting work on post-harvest losses with support of up to ₦150,000 for local conferences and up to \$2,400 for international conferences. Applications were to reach the Grants Committee at least four months to the conference date. Each Department was requested to send in a list of at least ten reputable conferences to the Committee.</p>	5 6 7 8 9
	<p>The fellowship grant was available for visiting experts and scholars to CEFTER. It was for non-national academics to conduct research and teach at CEFTER for at least one academic semester. Travel cost would be covered and accommodation provided by CEFTER. A monthly stipend of \$500-\$1000 would be paid to the researcher.</p>	10 11 12 13
	<p>The research development grant for X, Y, Z rated researchers supported both early career researchers and senior researchers. Grants were worth between ₦500,000 and ₦1,000,000, depending on the category. The duration was fixed to be within a period of one year.</p>	14 15 16 17
	<p>The categories were given as follows></p> <ul style="list-style-type: none"> • Category X - Early career academics/researchers mainly at the rank of Assistant Lecturer to Lecturer II. (Funding of up to ₦500,000 available) • Category Y - Middle career academics/researchers mainly on the rank of Lecturer I to Senior Lecturer. (Funding of up to ₦750,000 available) • Category X - Professorial level academics. (Funding of up to ₦1,000,000 available) 	18 19 20 21 22 23
	<p>The Publication Grant was available for staff and students of CEFTER whose research had been accepted for publication in listed peer reviewed journals. The work must emanate from research works at CEFTER and must be related to post-harvest losses.</p>	24 25 26
	<p>All applications were to be submitted online on the CEFTER website (www.cefterbsu.edu.ng).</p>	27 28
5.0		
5.1	NEW MATTERS	29
	Update on Admissions for 2016/2017 Session	30
	<p>The Project Manager reported that admissions were still ongoing. About 92 applications had been received with four applications coming from The Gambia. He also stated that there were agents on ground who said they could recruit students internationally for CEFTER. The agents needed a fee and since CEFTER had no guidelines on such, he asked</p>	31 32 33 34

	for the Committee's recommendation. He also suggested that the admissions be advertised massively within the catchment area, as arrangements had been made for advertisement on Radio Benue. He also reminded members that international admissions needed to be targeted so as to claim funds allocated for that purpose.	1 2 3 4
5.2	The Committee noted the report.	5
	Proposal on 2016 Students' Food Week	6
	The Chairman informed members that CEFTER had scheduled a food week programme for students. He added that he felt that the programme would be very useful as the World Bank funds was not coming fast enough for students to be sent on internship. The Food Week would be organized to enable students exhibit what they have learnt in terms of processing and packaging of food products. The Project Manager added that the students had been divided into groups according to the courses CEFTER offered, to handle different identified crops. The programme was scheduled to hold from 29 th August to 2 nd September 2016. Activities would be covered by the media while CEFTER would work on customizing packs and standard labels for each product and determine quantity that could be produced. The Project Manager informed them that details on other logistics and budget would be ready within the next two weeks and release of funds sought.	7 8 9 10 11 12 13 14 15 16 17 18
5.3	Response from Members	19
	While giving their approval, members commended the idea.	20
	Internship Schedule for 2015/2016 Session	21
6.0	The Project Manager informed the meeting that the internship schedule was not fully ready. Students had been organized into groups and internship stations identified for the programme. Departments were asked to look at the proposal and make their inputs and recommendations during the next meeting.	22 23 24
6.1		25
	AOB	26
	ID Cards	27
	The Project Manager reported that CEFTER was in the process of printing identification cards to be issued to students. The cards, according to him contained some sensitive identification features, while the barcode behind was very much functioning. He said that the University had also copied the format. The card could be used to capture both lecture and examination attendance with ease and accuracy. A tone identification machine would be brought in to be used in identifying students who come in to read at night. The University could also begin to use it at the gates to identify students.	28 29 30 31 32 33 34

6.2	<p>The meeting, while commending the initiative observed that the ID cards had no timeframe, which the Project Manager promised to resolve.</p> <p>Students' Participation in the Departments</p> <p>A member drew the attention of the Committee to the fact that students of CEFTER were not featuring enough in Departmental activities and remarked that it was not proper. The Chairman assured members that the matter would be taken up while also asking them to</p>	1 2 3 4 5 6
7.0	<p>always endeavour to send reminder notes to CEFTER on Departmental activities so that the students could be informed.</p> <p>ADJOURNMENT/CLOSING</p> <p>After the items on the agenda had been exhausted, the meeting adjourned on a motion by Dr. Michael Imande and seconded by Dr. Solomon Aligba. Dr. Benjamin Arhwange said the closing prayer at 12:50pm.</p>	7 8 9 10 11 12 13
<p>_____ Prof. Daniel K. Adedzwa <i>Centre Leader/Chairman</i></p>		<p>_____ Dr. John O. Idikwu, MNIM <i>Deputy Registrar/Secretary</i></p>