

**BENUE STATE UNIVERSITY**  
**MAKURDI, NIGERIA**  
**CENTRE FOR FOOD TECHNOLOGY AND RESEARCH**

Minute No.	<b>MINUTES OF THE 31ST MEETING OF THE PROJECT TECHNICAL COMMITTEE OF CEFTER-BSU HELD ON WEDNESDAY, 9<sup>TH</sup> MARCH, 2016 AT THE CENTRE CONFERENCE HALL</b>	Line No.
<b>1.0</b>	<b>PRESENT</b>	1
	1. Prof. Daniel KparevfaAdedzwa - Centre Leader/Chairman	2
	2. Prof. Edward AgboOmudu - Dept. of Biological Sciences	3
	3. Prof. TseaaShambe - Dept. of Chemistry	4
AP	4. Prof. Joseph Fiase - Dept. of Physics.	5
AP	5. Prof. Lawrence AlegwuEga - Dept. of Sociology	6
	6. Prof. Bernard Awa Kalu - Plant Breeding and Seed Science - UAM	7 8
	7. Prof. Innocent AgboAdikwu - Dept. of Biological Sciences	9
ABS	8. Dr. Stephen GbaoronYiase - Head, Dean, Faculty of Science	10
	9. Dr. David MrumumTyona - Head, Dept. of Physics	11
ABS	10. Dr. Dick IorwueseGernah - Institute of Food Security - UAM	12
AP	11. Dr. Godwin IorAching - Dean, Faculty of Clinical Sciences	13
ABS	12. Dr. Simon TerverUbwa - Director, Academic Planning Unit	14
	13. Dr. Solomon KwaghkurAgishi - Head, Dept. of Vocational and Technical Education	15 16
	14. Dr. (Mrs.) OgbeneIgbum - Head, Dept. of Chemistry	17
	15. Dr. Michael Imande - Head, Dept. of Maths/Computer Science	18
ABS	16. Dr. AyilaNgutsav - Head, Dept. of Economics	19
	17. Dr. Benjamin G. Ahule - Head, Dept. of Sociology	20
	18. Dr. Barnabas AchakpaIkwo - Deputy Centre Leader/Project Manager	21
	19. Mr. Andrew SharGbakon - Dept. of Chemistry	22
AP	20. Mr. Simon TyoemberDanbeki - Bursary Dept.	23
ABS	21. Mr. LivinusShimaIorpuu - Bursary Dept.	24
	22. Mrs. Patience HankuriIorun - Bursary Dept.	25

ABS	23. Mr. Celestine Saawuan	-	Director of Audit	1
	24. Dr. John O. Idikwu, MNIM	-	Deputy Registrar/Secretary	2
	<b>IN ATTENDANCE</b>			3
	25. IjirAondosoo	-	CEFTER - BSU	4
	26. OrigboPrinceley	-	CEFTER - BSU	5
	<b>Key: ABS =AbsentAP=Apology</b>			6
<b>2.0</b>	<b>Opening</b>			7
	The meeting was called to order at 10:28am. The opening prayer was said by Dr. Michael Imande. The Chairman apologized for the inability of the secretariat to send out the minutes before the meeting. He attributed the problem to erratic power supply. After this, he presented the meeting agenda for consideration and adoption. The agenda was adopted without amendments on a motion from Mr. Andrew Gbakon and seconded by Dr. B. G. Ahule. The Chairman proceeded to announce apologies from Mr. Simon Danbeki, Dr. GodwinAching and Prof. Joseph Fiase who was bereaved.			8 9 10 11 12 13 14
<b>3.0</b>	<b>Minutes of the 30<sup>th</sup> Meeting</b>			15
	While taking the minutes of the 30 <sup>th</sup> meeting, the following corrections were made; Dr. Simon Ubwa was corrected from "absent" to "present" on page 1 (line 13), while Mr. Simon TyoomberDanbeki, page 2 (line 4) was corrected to Mr. Simon TyoemberDanbeki. It was also observed that the omission of the name of Dr. Solomon Agishi in the attendance list in the minutes of the previous meeting ought to be reflected. Other typographical and spelling errors observed were also corrected. After this, the minutes were adopted on a motion from Prof. Bernard Kaluand seconded by Dr. Solomon Agishi.			16 17 18 19 20 21 22 23
<b>4.0</b>	<b>Matters Arising from Minutes</b>			24
4.1	<b>Partnership with the University of Bamenda</b>			25
	Dr. Michael Imande apologized for his inability to contact the University of Bamendasince the last meeting. He promised to do so at the earliest possible time. While noting the report, the Chairman requested that he should endeavor to make the contact.			26 27 28 29
4.2	<b>Review of Lecturers' Allowances</b>			30
	The Chairman informed the meeting that a meeting was held with part-time lecturers on the programme, especially the non BSU lecturers to explain to them the issues			31 32

	involved in the new rates. He reported that the lecturers suggested that Professors should be engaged on visiting status, while non-Professors should be engaged as part time lecturers. He stated that he met with the Vice-Chancellor after the meeting to seek his opinion. According to him, the Vice-Chancellor was of the view that the suggestion to engage Professors as visiting lecturers and non-Professors as part-time lecturers would not be possible.	1 2 3 4 5 6
	The Chairman further informed the Committee that quite a number of lecturers especially from UAM were visiting lecturers in the University and were drawing allowances from two sources; the Department and CEFTER. The lecturers on the programme were insisting that visiting lecturers should not be paid by the Centre. The Departments should assign CEFTER courses for them to teach. The Chairman requested that the HODs should forward the list of visiting lecturers in their Departments to the Centre through the Secretary's office.	7 8 9 10 11 12 13
	<b>Deliberation/Resolution</b>	14
	The meeting enjoined the CEFTER Management to provide accurate information on their financial policies. New staff were to sign a contractual agreement with the Centre. Those willing to teach on the new offer could stay, while those who were not satisfied could go elsewhere. A time frame was to be provided for lecturers to either accept or reject the offer. The meeting also resolved that courses at CEFTER be assigned at the Departments, while every lecturer who met CEFTER's conditions would be paid the compliance allowance.	15 16 17 18 19 20 21
4.3	<b>Academic Calendar</b>	22
	The Chairman informed the meeting that the semester commenced on 23 <sup>rd</sup> Dec, 2015, according to the earlier approved calendar for CEFTER, and examinations were scheduled to commence on 21 <sup>st</sup> March, 2016. He stated that some lecturers, especially those outside Makurdi were yet to cover their syllabi. He further stated that efforts were being made so that they could come over and do so. He informed the meeting that the academic calendar had been extended by two weeks in order to cater for the time lost in taking off. By this extension, the first semester examinations were now to commence on Monday, 4 <sup>th</sup> April 2016 and lecturers were enjoined to take advantage of the extension to complete their lectures.	23 24 25 26 27 28 29 30 31
	The meeting noted the information	

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	<b>External Auditing of University Account</b>	2
	The Chairman informed the meeting that he was asked to remind the Vice-Chancellor	3
	in writing of the NUC directive for external audit of CEFTER accounts and joint audit of	4
	CEFTER and the University accounts for the 2016 financial year. He reported that he had	5
	written to the Vice-Chancellor for the attention of council to remind him of the	6
4.5	directive.	7
	The meeting noted the brief.	8
	<b>Feasibility Study on Benue State Food Commodity Market</b>	9
	The Project Manager briefed the meeting on the feasibility study on the Benue State	10
	Food Commodity Market. According to him, two meetings had been held. The second	11
	meeting had more members present including the Hon. Commissioner for Industry,	12
	Trade and Commerce, and the field staff. He stated further that HODs sent in two	13
	names from their Departments while UAM also sent in two names to participate in the	14
	study as field researchers. He informed the Committee that the next meeting was	15
	scheduled for Tuesday, 15 <sup>th</sup> March 2016. The study participants, according to him, also	16
	included staff from BNARDA and the Bureau for Local Government and Chieftaincy	17
	Affairs. He concluded by saying that a report was expected to be presented by the 1 <sup>st</sup>	18
4.6	week of April to the Benue State Executive Council.	19
	The meeting noted the report.	20
	<b>Semester Examination Materials</b>	21
	The Secretary informed members that he was already working with the Project Manager	22
	to compute the number of answer booklets and other examinations materials needed	23
	for the conduct of first semester examination. A request, according to him would be put	24
4.7	through to the Registrar's office later that day.	25
	The meeting noted the information.	26
	<b>Sponsorship Request from Dr. Girgih</b>	27
	Prof. Kalu reported to the meeting that Dr. Girgih's research was relevant, and therefore	28
	fundable. He stated further that \$4,065 had been recommended for approval, while	29
	also stating that Dr. Girgih, would have to handle the cost of membership registration.	30
	He said further that the recommendation had been put in writing and would be	31
	presented to the Centre for further action.	

5.0	The meeting noted the report.	1
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	<b>New Matters</b>	3
	<b>Examination Timetable and Supervision</b>	4
	The Chairman reported that a general template had been prepared and details would be filled in by the Departments. The Departments were to appoint supervisors and invigilators from within. The Project Manager added that arrangements with regards to	5
5.2	the timetable would be communicated to the Departments later in the day. He was requested to send both soft and hard copies of template to Departments.	6
	<b>Update on NUC Request for Mounting PG Programmes for Departments</b>	7
	The Chairman received brief from HODs present that they had received the template sent from the NUC on the mounting of PG programmes from the Director of Academic Planning. He added that the section that required University input should be referred to the Director of Academic Planning for completion.	8
	<b>Deliberation</b>	9
	A member suggested that the Management of the Centre should look into the Centre's records and ensure that they were properly kept, including benchmark for admission.	10
	Another member pointed out that the activities of the Centre should meet NUC's requirements. The meeting noted that accreditation of programmes was not going to be immediate, NUC was only visiting to ensure that the Centre had enough facilities to run the programme, academic qualifications of both staff and students would also be inspected.	11
	Another member requested that the Centre should send list of the admitted students in each Department to the Heads of the respective Departments.	12
	<b>Resolution</b>	13
5.3	End of March 2016 was agreed upon by the meeting as the target time for completed forms to be submitted to the Centre for forwarding to the NUC.	14
	<b>CEFTER Central Laboratory</b>	15
	The Chairman requested that the Departments should forward a list of laboratory equipment lacking or required to run their programmes to CEFTER. He said that the Management of the Centre would provide laboratory equipment which were within its budget to be put in the departmental laboratories.	16
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	A member observed that the Centre needed a high capacity laboratory with modern equipment, while another member suggested that the Centre needed to start plans on building a new and bigger laboratory complex to accommodate all kinds of specialized equipment.	1 2 3 4
	<b>Resolution</b>	5
5.4	The meeting resolved that at the present level of income generation, the Centre would have to make do with what the Departments had. The Chairman however said that CEFTER would make a case to the University Management to build a Central laboratory, which would accommodate specialized equipment for departments.	6 7 8 9
	<b>List of Visiting Lecturers</b>	10
6.0	The Chairman requested that the HODs send a list of visiting lecturers in their departments to the Secretary for collation indicating the name of the institution from which the lecturers were coming.	11 12 13
6.1	The meeting noted the request.	14
	<b>A O B</b>	15
	<b>Jos Seminar</b>	16
	Prof. TseaaShambe briefed the meeting on the seminar he attended in Jos on improved technology in preserving certain medicinal plants. He stated that rural farmers who participated in the seminar benefited immensely from the programme. He suggested that CEFTER organize a similar programme so that farmers in Benue could benefit.	17 18 19 20
	The Chairman, in his response stated that a meeting with farmers could be funded. He suggested that Prof. Shambe should spearhead the meeting and prepare a proposal for the seminar.	21 22 23
6.2	The meeting expressed the view that the seminar actually captured the essence of the mandate of CEFTER and that it would be pleased to have a formal proposal submitted to CEFTER on the proposed seminar.	24 25 26
	<b>Proposals for Conferences/Workshops/Seminars</b>	27
	A member asked of the appropriate time for proposals for workshops and seminars to be forwarded to the Centre for consideration.	28 29
	The Chairman replied that although the Centre was not buoyant enough at the moment, it would not stop receiving proposals from staff. He added that there was a Committee on ground to consider such proposals, even though the guidelines were	30 31

	being worked out. He however encouraged members to forward their proposals to him.	1
	The Project Manager added that the Scholarship Grant Committee was working on	2
	some proposals to generate more funds for the Centre.	3
6.3	The meeting noted the report, while the need for the guidelines to be fast tracked was	4
	requested.	5
	<b>Non Submission of Transcript</b>	6
	The Chairman informed the meeting that the Centre was expressing concern about	7
	students' non-submission of their transcripts before the end of registration. He added	8
	that a particular student, Haruna Mohammed Aliyu, from the University of Reading	9
	came in with a transcript that had no score. The Centre rejected the transcript and	10
	requested for one with score. He also added that the transcript without score was sent	11
	to the Registrar for advice and he was informed that the transcript was later forwarded	12
	to the University of Reading for confirmation. The University, according to him sent a	13
	reply saying that the student graduated in 1987, and during that period, the University	14
	was not issuing transcripts and that records for that period had been destroyed.	15
	<b>Deliberation/Resolution</b>	16
	The meeting resolved that since the non-submission of transcript was not the fault of	17
	the student, the student's admission should be processed and the student placed on	18
	trial. If the student did not live up to the Centre's expectations, then the student should	19
	be dropped. It was also agreed that the matter and the decision of the Project Technical	20
	Committee should be forwarded to the Dean, PG School through the Director,	21
7.0	Academic Planning for Senate input and approval.	22
	<b>Adjournment and Closing</b>	23
	In the absence of any other business, Prof. Edward Omudu moved for adjournment	24
	while Dr. (Mrs) OgbeneIgbum seconded. Prof. Omudu said the closing prayer and the	25
	meeting adjourned at 12:52pm.	
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	<b>Prof. Daniel K. Adedzwa</b>	28
	<i>Centre Leader/Chairman</i>	
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	<b>Dr. John O. Idikwu, MNIM</b>	
	<i>Deputy Registrar/Secretary</i>	