I. Meeting called to order by J. Herbert at 12:30

II. ATTENDEES: T. Miller, M. Caylor, D. Lester, J. Paul, R. Vaezi, T. Kolenko, J. Herbert (partial attendance). J. Herbert gave proxy to D. Lester to complete meeting.

III. MOTION to approve February 12, 2018 minutes by D. Lester; seconded by T. Kolenko; all in favor

IV. DISCUSSION:
   a. Roper & Roberts Award Process Changes:
      i. Roper: Apply, vetted by Hughes Leadership Program, and three year moratorium
      ii. Roberts: Apply, vetted by chair, and three year moratorium
      iii. ACTION: L. Oder to have the newly approved criteria placed on the CFC i:drive folder for committee to view.
   b. Faculty Awards Process:
      i. ACTION: Ballots to be given to T. Miller for processing by March 8, 2018.
      ii. ACTION: T. Miller to bring processed ballots to meeting on March 12, 2018 for anonymous voting.

V. MOTION to adjourn meeting by D. Lester; seconded by T. Kolenko; all in favor

Minutes recorded by L. Oder