

**Gordon Ford College of Business**  
Administrative Council Meeting  
Minutes  
April 4, 2013  
8:30 a.m.  
Grise Hall 443

Members present included Drs. Chris Brown, Jeff Butterfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Steve Wells, David Zimmer (representing Cathy Carey) and Jeff Katz, presiding.

Dr. Katz opened the meeting and asked for approval of the minutes. Dr. Mohamed made a motion to approve and Dr. Shannon made a second. The GFAC approved the minutes.

Dr. Katz invited the committee to the Business Executive Advisory Council meeting and Business University reception on Friday at the Holiday Inn. The chairs are invited to the brunch at 10 a.m. at the Kentucky Building for the BU alumni. The Center for Leadership Excellence will be our fifth center at the GFCB beginning July 1, 2013. Dr. Cecile Garmon will be the director.

Dr. Katz informed the council about several important topics. CAD is focusing on the upcoming SACS accreditation. University course fees and related expenses are being examined by the Board of Regents. The college needs to document all fees. Student groups have been asked to use TCNW for their events. If they are granted space in the college, the student advisor is responsible for the key. Teaching assistants must receive an annual evaluation. FUSE grants allow students to work with faculty on research projects. Chairs are now allowed to pay the faculty for FUSE grants using their university professional development account. Dr. Katz recommended that the Chairs encourage faculty to work with their students on research.

Dr. Shannon updated the committee on the guidelines for compensation for program directors. Job descriptions for the Global Studies Committee Chair and the Center for Applied Economics Center Director were distributed to the committee for discussion. The committee discussed the differences between program directors, committee chairs, center directors, endowed center directors and coordinators. Dr. Katz suggested that the faculty be informed about the compensation guidelines and policies that GFAC is considering before finalizing any plan.

Dr. Katz led the discussion on the award nominations for the Eaton Award and the Alumni Award. Several members commented on the nominees. The council voted on each award and the decisions were made. The Hays Watkins Faculty Fellow award will be voted on at the next meeting. The Outstanding Senior will also be chosen at that time.

Dr. Trawick met with Robert Unsel from Career Services. They have been working on a student survey for the college. Graduating seniors, one year, and five year graduates will be notified by postcard about a survey from the college. Dr. Trawick distributed the survey and asked for suggestions.

Dr. Shannon has filled the Assistant Professor in Marketing position, and the new faculty member will start in January 2014. Dr. Zimmer said that the Economics Department has hired another faculty member. Dr. Wells said the first JUMP students will graduate this semester. A number of students that participated in the Accounting Department's high school day special event are considering careers in accounting or finance. PEEK will be competing in Louisville. Dr. Butterfield is serving on the university calendar committee, and he gave a report on the last meeting.

The meeting ended 10:45 a.m. The next meeting will be April 18.

*Minutes submitted by Brenda Dickson.*