

**Gordon Ford College of Business**  
Administrative Council Meeting  
Minutes  
September 12, 2013  
9:00 a.m.  
Grise Hall 443

Members present included Drs. Chris Brown, Jeff Butterfield, Cathy Carey, Bob Hatfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Steve Wells and Jeff Katz, presiding. Dr. Carl Fox and Mrs. Amy Miller were guests.

Dr. Katz introduced Mrs. Amy Miller, the new Director of Development for the Gordon Ford College of Business. Mrs. Miller shared her plans for development and asked the department chairs to share their current development activities and needs. She also asked for suggestions for nominations for the 2014 Hall of Distinguished Alumni.

Dr. Katz introduced Dr. Carl Fox, the new Dean of the Graduate School. Dr. Fox asked for feedback from department chairs on how the Graduate School can work with the Gordon Ford College of Business. Dr. Wells suggested we need to find a better way of tracking and keeping in touch with alumni, especially alumni of graduate programs. Dr. Fox shared his vision for the Graduate School.

Dr. Brown made a motion and Dr. Mohamed made a second to approve the minutes from August 29, 2013. The minutes were approved without changes.

Dr. Katz shared an update from the recent CAD meeting and distributed documents regarding part-time faculty new hires and the credential form for KIIS Instructors. He also gave an update regarding ASTRA Platinum and the reports available. Dr. Katz distributed information regarding transitional retirement. He discussed the new policy about teaching loads for staff. Staff will be able to teach or take up to six hours a semester. Three of these hours may be during work hours and three hours during non-work time, all contingent on approval from the staff member's supervisor. He announced non-continuance recommendations are due to the Dean before September 20. Tenure and promotion packets, as well as sabbatical leave applications, are due to department chairs by October 1.

Dr. Katz announced Congressman Guthrie will be hosted in the college on September 24 by the Dean and college center directors from 9:30 – 10:15 a.m. in the Dean's Conference room. He would like each center director to provide three powerpoint slides that will not be shown but distributed on paper as an update.

Dr. Katz shared the latest enrollment report that shows 2,440 students in the Gordon Ford College of Business. He announced two upcoming recruitment events: the Majors and Minors Fair on September 18 and the FOCUS on WKU/Fall Preview Day for Minority Students on September 21. He shared some strategies for engaging recruits from a recent meeting with WKU Enrollment Management. GFCB will be developing a tri-fold (pocket brochure) to share with high school students as well as posters for high school counselors to post. He asked department

chairs to work with Ms. Stacey Gish to create a career workbook for the GFCB. Dr. Katz shared data from the meeting that showed the counties students are coming from for specific programs.

Dr. Katz reminded department chairs to send him budgetary needs for the next two fiscal years. A separate meeting will be scheduled to help plan the activities based budgeting.

Dr. Brown shared a request to invite a visiting scholar for the Finance Department. Dr. Johnny Chan has been communicating with Dr. Ying-chun Zhang from China and she has agreed to purchase her own health insurance and housing. The college would need to provide office space. The GFAC unanimously endorsed the invitation. Dr. Katz encouraged a presentation or seminar to the college about her research.

Dr. Trawick reviewed the recently distributed guidelines for compensation of regularly appointed directors and asked for feedback. The tiers and descriptions were discussed. Dr. Brown made a motion to approve the guidelines as is and Dr. Mohamed suggested removing the course release. It was decided this discussion will be continued at another meeting before October 1.

Dr. Katz asked for feedback on the transitional retirement policy. He suggested working with faculty to develop a plan when they are interested in transitional retirement rather than listing specific activities that qualify for ongoing faculty qualifications in transitional retirement. The suggested one year notice will allow plenty of time for developing the plan. Dr. Carey suggested giving an appropriate date for notifying the college. October 1<sup>st</sup> will be the suggested date for making application for transitional retirement.

Dr. Trawick asked for feedback on the Faculty Qualification Guidelines. It was decided it will be discussed at the next meeting.

Dr. Trawick informed departments of the CVs missing from Digital Measures. She announced the mentoring luncheon is scheduled for Friday, September 13 and asked for departments to let her know if they need Classroom 530 for the Spring. Dr. Brown said some of the Finance students are taking the VAT. The Finance department is trying to decide if they will be offering classes at extended campuses and Dr. Katz suggested talking to the regional chancellors first. Dr. Carey announced an upcoming speaker for Economics from Fruit of the Loom. Dr. Mohamed announced the Federal Reserve event. Dr. Wells announced "Meet the Firms" is scheduled for Monday, September 16. He also said Blane Ruschak has been moved to September 25 instead of October. The Accounting department has identified two individuals to interview for the open position. Dr. Butterfield announced the new Business Informatics major will be available in the spring for regional campuses via IVS classrooms.

The meeting ended at 11:30. The next meeting is scheduled for September 26<sup>th</sup> at 9 a.m.