

**Gordon Ford College of Business**  
Administrative Council Meeting  
Minutes  
November 7, 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. Ms. Adrienne Browning was a guest.

Dr. Katz welcomed Ms. Adrienne Browning, the professional development specialist for the Gordon Ford College of Business. Ms. Browning gave an update on her efforts to work with GFCB students. Dr. Katz asked for suggestions for Ms. Browning. Dr. Butterfield recommended a published resource to serve as a “career manual.” Dr. Shannon suggested Ms. Browning work closely with the PEAK program efforts.

Dr. Katz asked for approval of the minutes from October 24, 2013. Dr. Hatfield made a motion, Dr. Brown made a second, and the minutes were unanimously approved by GFAC.

Dr. Katz gave his update on recent activities. He reminded GFAC that textbook orders should be submitted by November 15. Dr. Shannon suggested the date for fall textbook orders should be later, such as June 15. Dr. Katz asked for date recommendations and GFAC agreed self-evaluations will be due to the Dean before January 10, 2014. He reviewed the list of upcoming events of note from the agenda.

Dr. Trawick gave an overview of what is expected for Governor’s Scholars Day on November 16. She also announced that instead of holding a graduation reception, GFCB has ordered alumni t-shirts. Tonya Guyton will set up a schedule and email departments about faculty volunteering to help distribute the t-shirts sometime the week before graduation. Dr. Trawick distributed an updated spreadsheet of Budgeted Items for 2013-2014 as Submitted to Dean’s Office by each department.

Dr. Katz asked for department updates. Dr. Hatfield said he has meetings scheduled to work on offering two new graduate certificates in the college. One is an online business sustainability certificate and the other is a certificate based on organizational leadership.

Dr. Brown announced the Finance Department’s work with the Colonnade program, and Dr. Carey did as well for the Economics Department. Dr. Mohamed gave an update on the open search in the Management Department. Dr. Shannon announced they are now the Marketing Department, not Marketing and Sales. Dr. Wells said High School Accounting Day went well and they plan to start a student chapter of Institute of Management Accountants in the spring. Dr. Butterfield said the Information Systems Department is working hard to market the Business Informatics program.

Dr. Katz asked Dr. Trawick to give an update about the compensation for re-employed retirees. She said it is necessary to think about compensation for faculty that might fall into this category and GFAC discussed several options.

Dr. Hatfield distributed the Research Incentive Reporting and Procurement Policy. Dr. Hatfield would like to add a paragraph to the policy that says publications should be submitted to Digital Measures and they will be reviewed periodically. GFAC agreed with his suggestion.

Dr. Katz asked for discussion regarding GFCB general education courses being offered. Dr. Katz recommended departments pursue possible submissions to add to general education offerings. He asked GFAC to share possibilities with this group in the future.

Dr. Katz asked for discussion/suggestions about the proposed Promotion & Tenure Policy. Proposed changes from faculty were discussed. Dr. Trawick will make necessary changes and the policy will be presented to faculty in advance of the spring meeting.

Regarding the Faculty Qualifications Policy, GFAC reviewed the proposed policy. Dr. Tawick will make necessary changes and bring another draft to the next meeting. The Administrator Policy will be discussed at the next meeting.

The meeting ended at 11:15 a.m.