

Gordon Ford College of Business
Administrative Council Meeting
Minutes
November 21, 2013
9:00 a.m.
Grise Hall 443

Members present included Drs. Chris Brown, Cathy Carey, Bob Hatfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Steve Wells and Jeff Katz, presiding. Ms. Amy Miller was a guest. Dr. Jeff Butterfield was absent and Dr. Zubair Mohamed left early.

Dr. Katz welcomed Ms. Amy Miller, GFCB Director of Development. Ms. Miller gave an update on her current development efforts. She announced the WKU year-end appeals will be sent out soon and explained she has been meeting with members of the GFCB Business Executive Advisory Council.

Dr. Katz asked for approval of the minutes from November 7, 2013. Dr. Shannon made a motion to approve and Dr. Mohamed made a second. The GFAC approved the minutes without changes.

Dr. Katz shared an update from the recent CAD meeting. He distributed proposed changes to the WKU Faculty Handbook and asked for feedback before the next GFAC meeting. Dr. Katz reviewed the nominations for university awards and reminded GFAC of tenure and promotion policies and deadlines. There was discussion about budgets and strategic planning for the next two years. Dr. Katz reinforced the need to focus on recruitment.

Dr. Katz asked for departmental updates. Dr. Mohamed said the Management Department has candidates scheduled to visit for the entrepreneurial position. He announced that the Management Advisory Council is meeting this evening. Dr. Trawick gave an update from the university and college curriculum committees. She also announced the t-shirt giveaway/reception for graduating seniors that is planned for December 9th and 10th. Dr. Hatfield gave an update from his Chamber partnership meetings. Dr. Carey said the Economics Department had a successful Senior Conference. Dr. Shannon announced State Farm visited GFCB had a successful event for recruiting possible candidates. Dr. Wells said the search for an Accounting position has been re-opened.

Dr. Trawick announced she has spoken to Ms. Adrienne Browning and Ms. Becky Tinker about a college specific career fair for GFCB. They are considering Wednesday, February 19th and the location has not been decided but possibly Grise Hall lobbies. She asked GFAC to share with her companies and contacts they are interested in inviting.

Dr. Katz asked for feedback on the P&T policy that was distributed by Dr. Trawick. He asked for approval from GFAC to present it to all of GFCB at the January 2014 meeting. Dr. Hatfield made a motion and Dr. Wells made a motion to approve the policy. It was unanimously approved by the GFAC members present. Drs. Butterfield and Mohamed were not present.

Dr. Katz asked for suggestions and/or comments about the Faculty Qualifications Policy. Dr. Trawick reviewed the changes proposed by faculty. GFAC suggested changes as well. Dr. Trawick will update the policy and bring a new policy to the next GFAC for approval.

Dr. Katz asked for feedback on the Administrator Policy. Dr. Wells made a motion and Dr. Brown made a second to approve the Administrator Policy. It was unanimously approved by the GFAC members present.

The meeting ended at 11:10 a.m.