

Gordon Ford College of Business
Administrative Council Meeting
Minutes
August 3, 2012
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. Katz opened the meeting and welcomed everyone. He asked for approval of the minutes from July 25, 2012. Dr. Wells made a motion to accept the minutes. Dr. Mohamed made a second and the GFAC approved the minutes with one change.

Dr. Katz asked for nominations for organizations to be represented at football games. He will give the information to the Provost's office. Dr. Emslie will be hosting another department head dinner and Dr. Katz asked for two department chair representatives. Drs. Carey, Mohamed and Shannon volunteered. Dr. Katz distributed the draft agenda for the faculty and staff retreat on August 22. Dr. Katz announced GFCB will participate in WKU Masterplan on August 20. The students will have lunch in the auditorium at noon and afterwards visit with department representatives in the lobby. Department chairs need to let Kristina Harvey know who will be their representative at the event.

Dr. Trawick is working on a policy regarding part-time stipend distribution. She has asked all department office associates to give her SIAs from last year. She also distributed a list of college committees and asked for suggestions and changes. She asked for specific suggestions for the Scholarship Committee. Dr. Brown would like to know how frequently the different committees meet and the responsibilities involved. Dr. Trawick said two endowed professors will be up for review this semester, Drs. Chen and Brian Strow. She needs members for the review committee. Dr. Trawick gave an AACSB update and thanked everyone and their department representatives for their help. Discussion was held about the key re-core. Dr. Trawick explained the chit vault and referred department office associates to Officer Mandi Johnson for questions.

Dr. Katz gave an update from the standing committee of the Business Executive Advisory Council for facilities. He thanked Dr. Trawick and Dr. Shannon for chairing the committees with recent meetings. The current plan is to work on improving and renovating Grise Hall to best serve our college until the new building is built.

Dr. Hatfield is still working on the policy for compensation of MBA faculty based on the WKU faculty workload policy. Enrollment in the PMBA is increasing however the on campus MBA program is experiencing a decline in enrollment. Dr. Hatfield asked chairs to let him have time to meet with their faculty about research.

Dr. Katz asked GFAC to think about a transitional retirement policy. Drs. Butterfield and Carey will work with Dr. Trawick to prepare a draft policy.

Dr. Katz distributed information regarding the DELO distribution for the college and departments. There was discussion about part-time budget needs for the Spring semester. Dr. Katz asked for proposals from the departments on handling part-time spending. Dr. Katz gave the chairs information regarding the Phase I Staffing Plan for 2013-2014. The various options will be discussed at the next meeting, Thursday, August 9, 2012

Upcoming Events of Note:

- 8/8/12 Deans and Department Heads Workday
- 8/9/12 GFAC with Craig Cobane
- 8/14/12 Sophomore Faculty Follow-up
- 8/15&16/12 New Faculty Orientation
- 8/22/12 College Meeting 8:30 a.m.
- 8/24/12 President's Convocation, 8 a.m.
Provost & President Meeting with Deans & Department Chairs,
3 p.m.

The meeting ended at 11:10 a.m. The next meeting is scheduled for Thursday, August 9 at 9 a.m.