

**Gordon Ford College of Business**

Minutes

May 12, 2015

1:00 p.m.

Grise Hall 443

Members present: Drs. Ray Blankenship, Chris Brown, Cathy Carey, Bob Hatfield, Paula Potter, Rick Shannon, Michelle Trawick, Steve Wells, and Jeff Katz, presiding.

Dr. Katz asked for approval of the minutes from April 30, 2015. Dr. Hatfield made a motion to approve and Dr. Blankenship made a second to approve the minutes. The GFAC approved the minutes without changes.

Dr. Katz gave an update from the most recent CAD meeting where planning for the budget was discussed. He distributed enrollment trends for the GFCB for the past five years. He also shared the policy regarding affiliated faculty/professional staff. Dr. Katz said he recently met with annual giving representatives and annual giving for the GFCB has increased. If departments are interested in mailing information to constituents, annual giving will help and suggests the months of January, April, and July. Dr. Katz announced this will be Dr. Wells last year serving as department chair for accounting and thanked him for his work. It was decided that the center and program reports will be discussed at the next GFAC meeting.

Dr. Trawick explained the responsibilities of a BA 175 coordinator. GFAC would like to see a formal job description and possibly a policy for a stipend. Dr. Trawick will put something together for discussion at a future meeting.

Dr. Katz asked for feedback on the list of peer institutions. The most recent list of peer institutions distributed by Dr. Trawick was discussed and finalized.

Dr. Katz asked for departmental updates. Dr. Katz recognized Dr. Brown for a nice Finance Advisory Council meeting. Dr. Trawick announced she still needs examples for the assessment template. She also said the scholarship committee will meet to determine the diversity recipient. The search committee for the communication coordinator will review applications next week. Dr. Trawick said the search for the internship coordinator will begin soon. She also expressed concern that several faculty gave final exams during class time instead of the final week of the semester. She encouraged GFAC to share the University policy with faculty and work with them to make sure class time is covered.

The meeting ended at 2:40 p.m. The next meeting is scheduled for Thursday, May 28<sup>th</sup> at 9 a.m.