

**Gordon Ford College of Business
Administrative Council Meeting**

Minutes
October 19, 2017
9:00 a.m.
Grise Hall 443

Members present: Drs. Ray Blankenship, Cathy Carey, Indudeep Chhachhi, Bob Hatfield, Harold Little, Paula Potter, Michelle Trawick, and Jeff Katz, presiding.

Dr. Katz asked for approval of the minutes from October 10, 2017. Dr. Hatfield made a motion to approve and Dr. Little made a second motion to approve the minutes from October 10th. They were approved with no changes.

Dr. Katz shared updates for the GFCB from Academic Deans Council. He distributed material on the recruitment of faculty for the Governor's Scholar Program. Chairs are encouraged to share this information with their faculty.

Policy 4.2204: Recruitment and Employment of Faculty and Staff was mentioned. The policy covers topics such as requesting a background check and if there is a relationship between a committee member and applicant, this information should be shared with the committee.

Personnel action approval procedures information was distributed. This policy puts a free on reclassification, market-equity salary adjustments, salary increases, temporary rate increases, and monthly stipends. Dr. Katz provided clarity by answering GFAC member's questions regarding what is exempt from the temporary freeze, and what is allowable.

Ms. Jenna Aikins, Dr. Trawick, Dr. Katz, are meeting with Dr. Ladonna Hunton and Provost David Lee on Monday, October 23rd, to review GFCB budget request for carry forward.

Dr. Little, our diversity committee chair, explained that Alieshia Nunnally, (GA member of the committee) has been asked to prepare a two-page executive summary of WKU's Diversity and Inclusion Plan recently presented to the Board of Regents. Dr. Katz asked that each member of the committee have a copy of the finalized version of the WKU Diversity Plan.

Dr. Chhachhi reviewed his insight of the budget council and the new model moving forward. Dr. Katz shared his sense of where we are as a college and congratulated the chairs for their role. He encouraged them to continue doing what they are doing.

Regarding accreditation, the chairs were thanked for their efforts in preparing for the visit in January. He especially thanked Dr. Shane Spiller, Dr. Little and Dr. Trawick for working so diligently on the reports. Dr. Little wanted to openly thank Dr. Stacy Bibelhauser and Dr. Steve Wells, as they have been major contributors to their portion of the report. The report has been delivered to Provost Lee and President Caboni for their review. Dr. Diane Hoadley, accreditation chair, is also currently reviewing the reports, and we should have her feedback soon. We hope to send the final report by November 15th.

Dr. Katz thanked GFAC for attending the Business Executive Advisory Council meeting on Friday, October 13th. In addition, Homecoming on Saturday, October 14th, was well attended. Dr. Katz mentioned the Guillaume's felt honored for the efforts made on their behalf. He expressed his congratulations to Dr. Blankenship for a successful IS Advisory Council meeting, which was held at the GFCB Fountain Square space. Appreciation to Dr. Trawick was also stated for her time and energy spent in overseeing the auditorium renovation project. Dr. Trawick was also thanked for her work on the charging counters on the fourth floor. Dr. Katz mentioned our holiday social event is tentatively scheduled for December 7th, 11:00 – 1:30. Please let him know if this interferes with departmental plans. He shared that, on behalf of the GFAC members, the staff and BSAs will receive a GFCB tote for the holiday.

In terms of updates:

- Dr. Trawick shared there are currently no sabbatical requests. The T & P processes are ongoing. She is also finalizing the accreditation report.
- Dr. Chhachhi is finalizing plans for conference in February. He requested clarity on an email from Candice Tope-Phillips regarding SIAs. It was determined that office support staff complete them, so they attend the required training.
- Dr. Little explained there are 65 professionals signed up for CPE Day, October 27th, at the Knicely Center. Ms. Sheri Henson and Ms. Kristine Barron are overseeing the event.
- Dr. Potter said the Topper Tank Competition was held on Tuesday, and had a great turnout. She and Dr. Bolton had a 'round table' discussion with the winners and honorable mentions, asking for their feedback. Next week is their departmental meeting, and the Management Advisory Council meeting will be on October 13th.
- Dr. Carey expressed her thoughts on Professor Robert Reich's lecture and Q & A session. There was a great turnout and active student participation. KEA will be held tomorrow in DSU. Over one hundred people are expected to attend. Katheryn Anderson, Professor and Director of the Graduate Program in Economic Development at Vanderbilt University will be speaking. Mr. Jim Finn, VP of Sales of ADP Dealer Services will be the Econ ODE Speaker. March 30th is a possible date.
- Dr. Hatfield said two QTAG awards have been given, both in the IS Department. These awards must be utilized within 90 days of being awarded. The deadline for the spring award will be in late January. The faculty research program has a deadline of November 15th. The committee is currently working on details. Dr. Hatfield mentioned speaking with Humana and their HR department with the possibility of internships developing. The MBA office will look at offering this opportunity to select students. GMAT review program will happen soon.
- Dr. Blankenship commented on the IS Advisory Board meeting that occurred last Wednesday. The committee members offered excellent feedback.

Dr. Trawick presented a Hay Watkins Teaching Fellow Proposal. Mr. Chris Derry seeks to improve communication in the college. He would like to provide training to administrators in how they present in various administrative situations. She asked if GFAC members would be interested in attending such a workshop. It was agreed that spring or summer would be the most convenient time.

Proposed Guidelines for summer fellowship grants for center directors were discussed. Revisions were suggested, and noted by Dr. Katz. It was agreed that a report should be submitted, by March 1st, with an explanation of how the funds were utilized. Dr. Katz will make the changes to the document and submit to GFAC members for their review.

Jessica Thrasher's last day with GFCB is October 27th. Discussion occurred about the GFCB Fountain Square space. Suggestions how to cover the space were considered, as were current procedures. Dr. Hatfield offered the MBA office staff to maintain the scheduling of the conference rooms and key distribution.

The meeting ended at 10:30 a.m. The next meeting is scheduled for Thursday, November 2, 2017.