

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

Minutes

November 15, 2018

9:00 a.m.

Grise Hall 443

Members present: Drs. Ray Blankenship, Indudeep Chhachhi, Alex Lebedinsky, Harold Little, Paula Potter, Patricia Todd, Michelle Trawick and Cathy Carey, presiding.

Dr. Carey asked for approval of the minutes from the November 01, 2018 meeting. Dr. Chhachhi made a motion to approve the minutes and Dr. Little made a second motion. All favored and the minutes were approved with one correction.

Senate Update (No CAD) – Dr. Carey:

- Nominating people to be the faculty representatives, then a voting on those nominees will be submitted to the Provost for her to choose.

Policy for Chairs/Center Directors – Dr. Carey:

- The big question for discussion is if a person can serve as a Department Chair and as a Center Director. This has happened even though the policy states “No”.
- Majority believe that it is not a good idea for a person to do both and be efficient in both due to the amount of work and time. Dr. Trawick’s suggestion: if a Center Director wants to be Chair, the current Center Director could groom someone into becoming Center Director. If no one applies for the Center Director position, then the center should not continue. No changes were made to the current Policy, so it still stands that a Center Director cannot be a Chair at the same time.
- The second question up for discussion, “Can a Center Director become an Interim Department Chair”? Dr. Trawick suggested this decision should be left up to the Dean to decide.

Faculty Appraisal Guidelines – Dr. Carey:

- The current guidelines will be revised to match the current form used during the appraisal process, but not making significant changes due to a timing issue. The next evaluation process will be 6/30/19 but not turned in until 10/1/19.
- Dr. Chhachhi suggested implementing on the back of the current policy “This policy is under revision”.
- Dr. Trawick suggested an annual appraisal to make sure faculty are on the right track for continuance.

Dr. Carey shared CAPE updates:

- Problems and concerns were discussed. Dr. Trawick will ask Dr. Hatfield to initiate the MBA and she work on the Certificate in Advanced Professionalism.

#### Hays Watkins – Dr. Trawick

- Two submissions for Hays Watkins, Drs. Aquesha Daniels and Brian Strow. No decision was made because with both submissions the committee asked for more details. A decision will be made at the next meeting.

#### Updates – All

- ECON – Dr. Lebedinsky informed the committee that he served on the Graduate Dean Search Committee.
- IS – Student, Kyla Scanlon will have a poster session at the Capital and the poster printer can now be used to print the names of the IS graduates.
- ACCT – CPE Day will be 11/16/18 and have around 100 people attending and the Accounting Faculty meeting will take place on 11/30/18.
- MGT – Dr. Potter asked if faculty/staff would receive any more details regarding the merit pay before our Christmas break.
- FIN – Dr. Rhoades will be taking students to Nashville.
- MKT – Advertising for position.

#### Other Items for the Good of the College:

- GFCB Day for high school students will take place 11/30/18 with around 150 students participating.
- The position for the Accounting Department has been changed from temporary to permanent and asking for another position to be filled.
- Business & Professional Week went great, there were a couple of events they wished had more participation.
- Sisterhood Grant will be making a decision on whether to provide the funds for the Clothes Closet and 11/18 women are donating clothes to the closet. The student org room is too big, so it's no longer an option for the clothes closet. Dr. Blankenship received an estimate of \$4,200 for installation for a wall in the fifth floor IS classroom to store the computers and equipment.

The meeting ended at 11:29 a.m. The next meeting will be Thursday November 29, 2018, at 9:45 am.