

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

Minutes  
February 7, 2019  
9:00 a.m.  
Grise Hall 443

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

Dr. Carey asked for approval of the minutes from the January 24, 2019 meeting. Dr. Little made a motion to approve the minutes and Dr. Blankenship made a second motion. The minutes were approved with changes.

Dr. Carey shared CAPE updates. She distributed a memo that was sent to Provost Ballman. The content is to remain confidential within the college.

Dr. Carey will make a request for budget increase. She stated various expenses that will need funding. Discussion of departmental needs occurred. She will continue working on the budget and will possibly reach out to chairs for additional information.

Provost Ballman requests GFCB representation at the AAC&U's Institute on General Education and Assessment conference. Details of the conference were revealed. GFAC members offered several names for consideration. Dr. Carey will forward the original email from the Provost to the department chairs.

Dr. Beth Laves, Associate VP of DELO, contacted Dr. Carey regarding a new structure to offer Dual Credit courses on our campus. Our college has been asked to offer two courses for this initiative. The classes would be separate for these students and not blended with college students. Adjunct faculty teaching the courses would be acceptable. These classes are to be offered at 8:00 am Monday/Wednesday and 8:00 am Tuesday/Thursday. Conversation followed as to which courses would be appropriate.

Dr. Cheryl Davis, has reminded Dr. Carey that a GFCB Representative to serve on the Financial Conflict of Interest Committee needs to be named. The duties were explained and Dr. Carey asked for suggestions. Dr. Little asked for Dr. Davis' email to be forwarded, enabling him to pass on to faculty members and Dr. Carey agreed to send the email to all the department chairs.

CAD did not meet this week so there was nothing new to update. Dr. Carey mentioned that she is currently serving on the faculty handbook committee. She explained some of the committee's discussions (i.e. deadlines, etc.).

In terms of departmental updates:

- Dr. Lebedinsky stated Karen Braun will be retiring March 1<sup>st</sup>.

- Dr. Blankenship cited successes of student Kyla Scanlon. He shared faculty search updates.
- Dr. Todd mentioned the Marketing Department's faculty search updates.
- Dr. Little explained the status of the Accounting Department's faculty search updates and gave a brief timeline.
- Dr. Potter stated the Management Department met last week and the attendance policy was a topic of discussion. She offered her congratulations to Dr. Whitney Peake and Dr. Pedro Tonhozi de Oliveira for winning 3<sup>rd</sup> Place in the 3E Competition (Experiential Entrepreneurial Exercises), submitting "Entrepreneurial Finance over Coffee" at the USASBE Conference. She also provided an update to the department's faculty search with a brief timeline. Dr. Potter offered her appreciation to those offering +2 courses. Dr. Bolton has announced that she will fully retire at the end of the spring 2019 semester. A lot of Management faculty will be attending a conference or teaching class during GFCB Day on February 16, but they will have departmental representatives on attend.
- Dr. Trawick communicated details of GFCB Day and thanked everyone, in advance, for their participation. Currently there are 75 students, 217 total, registered to attend. All departments are represented
  - The LLC Coordinator position description has been drafted. It will be entered into Interview Exchange soon. The position will be advertised as a part-time, temporary position to begin immediately.
  - Appointment letters are being finalized.
- Ms. Kelley asked chairs to encourage students to apply for being a GFCB Ambassador. Students who are interested can go to our main website for the application. <https://www.wku.edu/business/ambassadors/>

The meeting ended at 10:22 a.m. The next meeting will be Thursday February 21, 2019, at 9:00 am.