

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

Minutes
January 10, 2019
8:00 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 December 13, 2018 meeting. Dr. Little made a motion to approve the minutes and Dr. Blankenship made a second motion. The minutes were approved with no change.

Dr. Carey shared Council of Academic Deans (CAD) updates:

- The Council of Academic Deans (CAD) was officially defined to include the provost and the dean of each college. Academic Deans Council is the CAD with additional guests (include Honors, DELO, IT, etc.) Academic Affairs Executive team includes the provost, Doug McElroy, Ladonna Hunton, etc.
- Our budget will be the same next fiscal year as it was last fiscal year. Discussion occurred of how GFCB budget will be affected. The new budget model will go into effect July 1. Previous year's enrollment numbers determine the college's budget the following year.
- Retention and efficiencies were discussed as well as enrollments. Dr. Carey discussed our college's numbers and thanked GFAC for their efforts towards supporting enrollment growth.
- A representative for the college is needed for the University space committee. Dr. Carey asked for nominee suggestions.
- The Provost shared her thoughts on CAPE and what the dean's recommendations should include on the documents submitted.

Dr. Carey shared that DECA (February 6th) and FBLA (March 15th) students will be coming to campus, and GFCB Day (February 16) will be held in Grise Hall. These are considered recruiting events and will need a large amount of support. Swag options were discussed. Ms. Kelley will reach out to reserve the first floor lobby to set up an information table during DECA. Dr. Trawick will reach out to Ms. Gish about showing welcoming comments on the lobby televisions and first floor ticker.

The agenda for the GFCB Spring Retreat was discussed. Breakfast will be served at 7:30 and the meeting will begin at 8:00. Suggestions for the agenda were given to Dr. Carey.

The CAPE evaluation process and rubric being utilized was clarified to GFAC members. Documents will be submitted to the committee tomorrow (1/11/19), so if any changes or updates need to be made, please submit those to the dean's office today.

Dr. Carey relayed progress on the Hays Watkins speaker Series. Ms. Melissa Burgess-Taylor, of Fruit of the Loom, has agreed to speak on April 25th. Tentatively, the Leadership Team will be hosting Ms. Burgess-Taylor for lunch. Her talk will take place from 2:30 – 3:30 in GH 235, with a reception at 4:00. At 5:00, she will meet with the Women in Business organization.

In terms of departmental updates:

- Dr. Trawick described our current recruiting efforts regarding GFCB Day.
 - GFCB day – February 16. Sent out invitations last fall, and have had several outreach opportunities since. Will be needing assistance from parents of current students in helping field questions from parents. Please make suggestions to her. Will raffle off tickets to the ballgame and three \$250 scholarships
 - Ms. Alice Simpson would like to step down in her role as Coordinator for the LLC program, therefore Dr. Trawick is requesting suggestions for the position.
 - The proposal for attendance policy that was submitted to UCC requires faculty to take attendance. Dr. Trawick requests that those members on the UCC review it carefully.
 - AED training will occur following the spring college wide meeting (January 17 at 1:00 pm). An email will be sent out as a reminder
 - Regarding GFCB's budget, there is an indication that we may not receive carry-forward. Jenna is reviewing our college's budget and will be reaching out to each department to confirm expenses. It was suggested that Jenna look into how much could be saved if the faculty's phones were discontinued.
- Dr. Chhachhi shared that the dean's search committee is moving forward. He encouraged GFAC members to reach out to those you think would make a good candidate for applying for the position. First round of skype interviews are expected to occur before spring break, with candidates being on campus for interviews the week after spring break.
- Dr. Potter brought up fall schedule concerns. She also mentioned that Andria may be reaching out to other Office Associates for getting together for a lunch over the winter break.
- Dr. Little shared the Accounting faculty meeting will be January 16 from 1:30 – 3:00. They have a candidate who will be on campus tomorrow, and a SKYPE interview tomorrow afternoon. He would also like to move forward with the process of selecting a new department chair so that the person chosen could have some input with the fall schedule.

- Dr. Todd stated the Marketing Department meeting is January 18th noon till 1:00- . She explained the status of the marketing department's hiring process.
- Dr. Blankenship explained the IS department is giving a Jump Pro presentation (statistical software) on Monday (1/14) if anyone is interested. January 16 at 9:00 am is their departmental meeting.
- Dr. Lebedinsky has not scheduled a department meeting, as of yet. It will be scheduled after classes begin.

The meeting ended at 10:25 a.m. The next meeting will be Thursday January 24, 2019, at 9:00 am.