

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

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

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

Dr. Carey asked for approval of the minutes from the February 21, 2019 meeting. Dr. Little made a motion to approve the minutes and Dr. Trawick made a second motion. The minutes were approved with no changes.

Dr. Carey shared AAC updates.

- Mr. John Sunnygard, Associate Provost for Global Learning and International Affairs, attended the meeting and shared the changes within International Studies and Study Abroad. There was conversation of SACM (Saudi Arabia Culture Ministry) students. He is working on bringing the students back to WKU's campus. Dr. Carey will be meeting with Mr. Sunnygard to discuss discipline. She explained that there will be a single point of contact in case issues arise. The program has international recruiters. ESLI will no longer be on campus.
- Mr. John Paul Blair, Associate VP of Development, shared the new WKU campaign. We have one year to the official kickoff. There are several steps involved, beginning March 20, with a feasibility study, case for support, leadership recruitment, and the public campaign kickoff in Spring 2020. He mentioned that the number of donors have declined in recent years.
- Commencement is Friday, May 12. Make plans to arrive in front of the Kentucky Museum by 5:15 pm, with the Topperwalk beginning at 6:00 pm. Details of the evening were shared and GFAC members were asked to share with their faculty what their roles are and the importance of their participation. Each college is asked to have a noisemaker to use when they are announced. Dr. Carey mentioned having a tent reserved for GFCB on South Lawn for the event. Dr. Trawick mentioned our vocalist has been secured. Diploma covers will be given out this year, instead of scrolls.
- The Grad Fair will be on March 27 and 28 at the Augenstein Alumni Center. GFCB will have an informational table and will need volunteers to cover shifts. Information regarding TopperWalk and Commencement on Friday evening and the College Recognition Ceremony on Saturday morning.
- A proposed calendar for the next year was distributed, voted on, and was approved.
- Dr. Beth Laves, Associate VP of Extended Learning and Outreach, explained that the university has numerous chamber memberships and encourages faculty and staff to attend meetings and event they host. A list of the memberships was distributed.
- Policy #1.241 Extension of the Probationary Period was updated to reflect new terminology. The updated version was disseminated.
- Regarding curriculum, there is still a freeze on new programs. However, new courses can begin the review process.

- Discussion was initiated from the Provost that she would like for departments to make schedules a year out. Reasons include student matriculation, help with faculty/staff positions, recruitment, etc. There is a preliminary draft of workload being developed.

Dr. Carey asked for thoughts on the GFCB College Awards. Recommendations for banquet emcee were requested. Please let Dr. Carey know your suggestions.

Award nominees were discussed and winners were chosen:

- Lou Prida Student Service Award – Dr. Pat Jordan
- Dan and Ann Greenwell Staff Award – Ms. Stacey Gish
- Alumni Award – Mr. Ryan Meredith
- Recent Alumni Award – Ms. Stephanie Carter
- Don Vitale Award – Dr. Ron Rhoades
- Eaton Student Leadership Award – Ms. Katie Hightchew

Dr. Carey asked for feedback regarding publication fees. This is in response to an email she received that requested reimbursement for open-access journal fees. Current policy states reimbursements up to \$150 submission and/or page fee. It was decided, because RIP money would be created, the fees could be charged against internal PD account monies. It is likely more of these types of requests will come in the future. Dr. Trawick will follow up on the policy to make updates.

At a previous meeting, disconnection of faculty phones were discussed as a cost-saving measure. Dr. Chhachhi wondered if other departments followed up with their faculty/staff. Chairs shared input from their departments and other college's experience was shared. Dr. Chhachhi will follow up with IT to see what options are available.

Center and program reports review was tabled for next meeting.

In terms of departmental updates:

- Dr. Lebedinsky stated the Economics Department is running fine.
- Dr. Blankenship mentioned the employee assistance program info, that was given out during our last GFAC meeting by Mr. Tony Glisson, was shared with the IS department and was pleasantly received.
- Dr. Little explained candidate will be here on Friday for the Accounting faculty position.
- Dr. Potter shared the Management Department meeting will be next week and their advisory board meeting will be held the morning of March 21.
- Dr. Chhachhi indicated the dean candidates will be here next week. Dr. deVries will be notifying faculty via email. He asked for chairs to encourage their faculty and staff to attend as many events as possible. Finance Department is running smoothly.

- Dr. Trawick reminded everyone that March 1 is the deadline letting instructors know if they will be here next year. It is not required, but encouraged to do so. Write letters to non-tenured faculty. Marketing got permission to ask for another faculty position to replace Dr. Tim Hawkins.

The meeting ended at 11:35 a.m. The next meeting will be Thursday March 21, 2019, at 10:00 am.