

**Gordon Ford College of Business**  
Administrative Council Meeting  
Minutes  
October 10, 2013  
9:00 a.m.  
Grise Hall 443

Members present included Drs. Chris Brown, Cathy Carey, Bob Hatfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Steve Wells, Thad Crews representing Jeff Butterfield, and Jeff Katz, presiding. Dr. Lynne Holland, and Ms. Adrienne Browning were guests.

Dr. Katz welcomed Dr. Holland and Ms. Browning and asked department chairs to introduce themselves and share their needs regarding career services.

Dr. Katz asked for approval of the minutes from September 26, 2013. Dr. Hatfield made a motion and Dr. Wells made a second. The minutes were approved.

Dr. Katz gave an update from the recent CAD meeting. He announced basketball games will begin soon and organizations may make suggestions for half-time recognition. November 16<sup>th</sup> is the Gordon Ford College of Business Governor's Scholars Day and guests will attend the basketball game and be acknowledged at half-time. Dr. Katz asked for a tenured faculty member from each department to serve in the grievance pool. He distributed information about the International Year of Ecuador and WKU scholarships. He reviewed the upcoming events of note from the agenda.

Dr. Katz distributed the draft of the Transitional Retirement Program and asked for changes or suggestions. There was general discussion regarding the draft and revisions will be discussed at a future meeting.

Dr. Katz asked for suggestions and changes to the Guidelines for Compensation of Directors. The final version will be voted on at a future meeting.

Dr. Hatfield distributed information regarding Research Incentive Reporting and Procurement (RIPP). He announced that twice a year he will perform an audit to make sure all publications are in Digital Measures and faculty members are rewarded their incentive.

Dr. Mohamed distributed information regarding a proposal for Fulbright scholarship from Dr. Uzma Mukhtar. Dr. Rahim will supervise this endeavor should her Fulbright application be approved. Dr. Mohamed will write a letter of endorsement on behalf of the college.

The meeting ended at 11:20. The next meeting is scheduled for Thursday, October 24.