

Gordon Ford College of Business
Administrative Council Meeting
Minutes
May 16, 2013
9:00 a.m.
Grise Hall 443

Members present included Drs. Chris Brown, Jeff Butterfield, Cathy Carey, Bob Hatfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Dr. Steve Wells, and Jeff Katz, presiding.

Dr. Katz asked for approval of the minutes from April 25, 2013. Dr. Butterfield made a motion to approve. Dr. Hatfield made a second motion and the GFAC approved the minutes.

Dr. Katz gave an update from the CAD meeting and announced degree pathways are due May 31. He distributed information regarding ASTRA Analytics.

Regarding market adjustments, Dr. Katz distributed a sample letter that will be distributed to faculty members later this summer that details their base salary and a second paragraph if they are receiving an adjustment. He also distributed information regarding the budget reduction plan.

Dr. Katz announced the Center for Financial Success will be presented to the Board of Regents at their next meeting and thanked Dr. Brown and Mr. Head for their work.

Drs. Katz and Trawick have been working with Ms. Gibson to determine carry forward and budget information for next year. Discussion was held about the budget and part-time faculty funding. Dr. Trawick announced that Ms. Gibson recently administered transfers to department personnel budgets.

Dr. Katz thanked the departments for working on part-time teaching evaluations. He distributed a sample from the College of Health and Human Services of an electronic part-time faculty evaluation form that can be customized for the Gordon Ford College of Business. Dr. Trawick will incorporate the current form into an electronic form.

Dr. Trawick gave an update from the SACS committee and reported the college has turned in almost everything needed. She asked department chairs to reinforce the need to keep Digital Measures updated. Dr. Katz would like GFAC to discuss and approve administrator and transitional retirement policies this summer for discussion at the next faculty and staff retreat. Dr. Trawick announced the computers in classroom 530 will be replaced this summer and current machines will be used to replace staff and student worker machines.

Dr. Carey asked for clarification on accepting credits from KCTCS Learn on Demand program. Dr. Trawick said these courses are acceptable.

Dr. Katz asked GFAC to share travel plans and out of office plans for the summer.

The meeting ended at 10:30 a.m. The next meeting is scheduled for Thursday, June 27.