

**Gordon Ford College of Business  
Administrative Council Meeting  
Minutes  
September 15, 2011; 9:00 a.m.  
Grise Hall 443**

Members present included Chris Brown, Rick Shannon, Michelle Trawick, Steve Wells, Bob Reber, Jeff Butterfield, and Jeff Katz, presiding. Guests included Dr. Brian Meredith, Dr. Evelyn Thrasher and Mr. Jared Holland.

Dr. Katz opened the meeting and welcomed everyone.

Dr. Katz introduced Dr. Brian Meredith, Associate Vice President for Enrollment Management. Dr. Meredith explained his background in academic affairs. Discussion was held about recruitment and obtaining special reports from admissions. Regarding the retention task force, Dr. Meredith said they are considering an index that will combine the ACT score and high school GPA for students applying to WKU.

Dr. Katz welcomed Dr. Evelyn Thrasher and opened discussion regarding the student civility code proposal. Dr. Thrasher explained the proposal and its purpose. The committee that developed this code is looking for approval from the college and WKU. Dr. Katz asked feedback from the departments within the next week be submitted to Evelyn Thrasher. Dr. Reber will distribute the proposal to faculty via email.

Dr. Katz welcomed Mr. Jared Holland, Development Director for the Gordon Ford College of Business. Mr. Holland announced a new scholarship for \$25,000 that was secured with the help of Dr. Dawn Bolton. He said there have been 23 prospect visits since August 1 between himself and Dr. Katz. Mr. Holland announced he still has football tickets available for October 1 and October 22 and asked the department chairs for recommendations for invites. He said November 5 will be “BKD Day” and will be hosted in the Topper Club by GFCB and the development office. Mr. Holland asked the department chairs to let him know of any operational needs that he can work on. Beginning November 15 Mr. Holland will be spending nine days visiting prospects on in the Midwest and he asked for any recommendations for visits.

Dr. Katz asked for approval of the minutes from September 1. Dr. Shannon mentioned two changes that Kristina will make. Dr. Shannon made a motion, Dr. Brown made a second and the minutes were approved with changes.

Dr. Katz gave an update from the Dean’s office. He announced the distribution of summer 2011 for DELO money and asked for the chairs to let him know how the funds will be used. He said the AACSB committee has met and will be chaired by Dr. Shane Spiller. The strategic planning council will meet Friday, September 16 at 2 p.m. He said he met with the director of Navitas yesterday. Dr. Katz announced he has asked the staff, and Bethany has agreed to chair, to work on sprucing up the stairwells. Dr. Shannon suggested contacting the art department.

Dr. Reber opened discussion regarding travel planning documents. He suggested instead of having our own internal document we will use the university wide document. Dr. Reber will let the faculty know of the change.

Dr. Reber distributed a spreadsheet of the GFCB Phase 2 Staffing Plan summary for 2012-2013 and Dr. Katz reviewed it with the GFAC.

Dr. Reber gave an update on the AACSB review teams. The training seminar for maintenance of accreditation will take place February 7, 2012 in New Orleans.

Dr. Katz announced Mr. Cody Turner will now have an extra laptop available for checkout.

Dr. Trawick gave an update on the marketing department chair search.

Dr. Brown announced he was contacted by Bloomberg Assessment Tests and they would like to test Finance students. GFCB will not receive individual scores but will find out how we compare to other schools.

Dr. Reber opened discussion regarding use of the computer classroom, room 530. Dr. Butterfield has 40 surplus computers that can be used to create another computer classroom.

Dr. Katz announced the upcoming events of notes: Upcoming Events of Note:

1. RCAP Applications due (final) – September 26
2. Tenure, Promotion and Sabbatical Applications to Department Chairs – October 1
3. Hall of Distinguished Alumni - October 21 at 11:30 a.m. (sign-up)
4. Homecoming Tent – October 22 from 11 a.m. – 3 p.m., South Lawn
5. Confucius Institute Lectures - November 10
6. Holiday Open House – Sunday, December 18<sup>th</sup>, Katz Home

The meeting adjourned at 11:30. The next meeting will be September 29.