

Gordon Ford College of Business
Administrative Council Meeting
Minutes
February 2, 2012
9:00 a.m.
Grise Hall 443

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

Dr. Katz opened the meeting and welcomed everyone. He asked for approval of the minutes. Dr. Hatfield made a motion and Dr. Shannon made a second. The minutes were approved with one change.

Dr. Katz gave an update from the Provost's Administrative Council meeting. Summer class enhancement was discussed. He is encouraging departments to look at the data for students at risk. Dr. Katz also announced there is a draft policy being circulated for pedagogical faculty. There are a number of cluster hires happening around the university. The Provost has encouraged search chairs for the positions to communicate with each other and share information about applicants and the search pools.

Dr. Katz asked department chairs for updates. Dr. Butterfield said the associate dean search committee is meeting soon and the evaluation process will begin in late February or early March.

Dr. Trawick announced the Economics Department approved a promotion and tenure policy. Economics candidates will be visiting in the next couple of weeks. The executive in residence position will have candidate visits next. Dr. Trawick announced classroom 530 is being left propped open and she will be contacting the instructors that use that room. Dr. Trawick is still working on the master key process. She also announced Ms. Tonya Woosley will be taking notes in the Dean's staff meeting to share with office associates. Dr. Trawick said the departments will be able to keep their own T&E cards now and Ms. Martina Gibson will still be the record keeper. Discussion was held regarding travel expenses and who is responsible for paying those expenses. Dr. Katz suggested revising the GFCB travel policy. Dr. Brown and Dr. Shannon will work with Dr. Trawick to revise the policy. Discussion was also held about other expense forms being submitted. Dr. Trawick will send out a spreadsheet of acceptable purchases.

Dr. Bob Hatfield announced the GMAT review will begin Monday, February 6. He said this is the year for curriculum review of the MBA. He announced he is working with Dr. Miller on overload pay issues for the MBA program. They are also working on the trip for PMBA to France.

Dr. Chris Brown asked about the possibility of summer research grants. Dr. Katz said the GFCB will be awarding the summer research grants and Dr. Trawick will send out an announcement to faculty with a link to the guidelines.

Dr. Rick Shannon announced the Marketing department has filled their sales position. He said he has planned a department meeting and invited someone from the travel office and Dr. Trawick to speak about travel guidelines.

Dr. Steve Wells said interviews for the AQ position are underway and candidates are currently visiting campus.

Dr. Katz announced the GFAC will meet in Career Services on February 16 to discuss internships, relationships with employers, and job placement for GFCB. Dr. Trawick gave an update from a recent meeting with Career Services. Dr. Katz asked department chairs to be thinking about what are the needs of GFCB regarding Career Services.

Regarding evaluations, Dr. Katz expressed appreciation for the effort that has gone into the reports he has received. He distributed evaluation reports from the Centers and Programs and asked GFAC to review the material for discussion at the next meeting. Dr. Katz would like to give each Center and Program a one page summary of the GFAC's review of the evaluations.

Discussion was held regarding timesheets for WKU non-exempt employees. Dr. Trawick will now be keeping them on file in her office for non-exempt employees in the GFCB.

Dr. Katz reviewed upcoming events of note:

- a. GFAC Meeting at Career Services – February 16, 2012
- b. Business Executive Advisory Council Meeting – February 17, 2012 11:30am, Knicely Center
- c. Research Week – March 23, 2012 (GFCB Research Showcase)
- d. Hays Watkins Speakers, Mr. Ted and Mrs. Mary Nixon – March 29, 2012

The meeting ended at 11 a.m. The next meeting is scheduled for Thursday, February 9, 2012.