

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

Minutes
July 14, 2016
9:00 a.m.
Grise Hall 443

Members present: Drs. Ray Blankenship, Cathy Carey, Indu Chhachhi, Paula Potter, Patricia Todd, Michelle Trawick, Steve Wells for Harold Little, and Jeff Katz, presiding.

Dr. Katz welcomed everyone and introduced Mr. Jesse Willcut, the new IT consultant. Jesse gave an update on his recent projects.

Dr. Katz asked for approval of the May 5, 2016 minutes. Dr. Wells made a motion to approve and Dr. Blankenship made a second motion to approve. The minutes were approved without changes.

Dr. Katz gave an update, including information from the recent CAD meetings. There has been a lot of discussion about the staffing plan and budget. Going forward, performance metrics will be considered and Dr. Katz asked GFAC to share with him any ideas. He said “Learn and Earn” gave a presentation explaining the program offers scholarships to students to work part-time and attend WKU Glasgow while maintaining a 3.0 GPA. He announced FLY 3 has three applicants that have agreed to serve: Drs. Lebedinsky, Spiller, and Wade. Dr. Katz also announced Ms. Martina Gibson is retiring on August 31st and Dr. Trawick has begun the process of posting the position. He said Homecoming is set for October 22nd and the BEAC will meet the day before, October 21st, at 8 a.m. followed by HODA. Dr. Trawick distributed the Enrollment Numbers by Major for 2011 – present day. Dr. Katz thanked everyone for the work to secure gifts for the college and gave a development update.

Dr. Katz asked for recommendations for the GFAC Retreat Agenda for Thursday, July 28th at 8 a.m. in the Augenstein Alumni Center Boardroom. Dr. Wells suggested discussing course fees and how to appropriately use the funds. Dr. Katz said staffing and budget will be discussed with a focus on targeted growth and compensation issues. Dr. Chhachhi suggested departments sharing their best practices for their departments, especially with advisory councils. Dr. Katz asked GFAC to bring suggestions for members to their advisory councils. Dr. Trawick requested a working draft of departmental budgets be brought to the GFAC Retreat.

Dr. Trawick distributed an updated fee reimbursement form and reviewed the changes. The form should be used to reimburse approved expenses already paid from departmental funds (not foundation.) Dr. Trawick would like these submitted at the end of every month on the last working day. Dr. Katz suggested developing a similar form for MBA fees.

Dr. Trawick presented the current student travel request form. She distributed an example from Potter College, an online form titled “Student Travel Application for Funding”. She will ask Jesse to create a similar online form for GFCB.

Dr. Trawick distributed the Auditorium Policy and asked for changes and recommendations. The policy will be implemented for Spring 2017 scheduling. Dr. Wells made a motion to approve the policy and Dr. Wells made a second motion. The policy was approved without changes.

Dr. Katz distributed the current Hays Watkins Fellowship Program Policy. He asked GFAC to send changes and recommendations to Ms. Harvey. A policy needs to be approved before the fall semester.

Dr. Katz distributed an example of an Intellectual Contributions Form. Dr. Katz asked for feedback.

Dr. Trawick distributed the updated GFCB Faculty Appraisal Report. She reviewed the revisions with GFAC and asked for feedback. Page seven will need to also include SP and IP. Dr. Trawick will present the form at the August college meeting and share the changes.

Dr. Carey asked GFAC for feedback on accepting Math 115 as a pre-requisite for ECON 206. GFAC agreed Math 115 should not be accepted as pre-requisite for ECON 206 and the college needs to consider it before any changes are made.

Dr. Katz reviewed the list of upcoming important dates. The meeting ended at 11:30 a.m. The next meeting is scheduled for Thursday, July 28th at the Augenstein Alumni Center.