

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

Minutes

January 5, 2017

9:00 a.m.

Grise Hall 443

Members present: Drs. Ray Blankenship, Indudeep Chhachhi, Cathy Carey, Bob Hatfield, Harold Little, Paula Potter, Patricia Todd, Michelle Trawick, and Jeff Katz, presiding. Ms. Amy Miller and Ms. Jessica Thrasher were guests.

Dr. Katz welcomed Ms. Miller and Ms. Thrasher. Ms. Miller described Ms. Thrasher's role as the new constituent engagement coordinator for GFCB. Ms. Thrasher shared her goals and plans for the position. She plans to work with high schools to increase awareness of GFCB programs, as well as share with current GFCB students and recent graduates the value of donations. She will work with Ms. Miller to plan constituent engagement events in various cities.

Dr. Katz asked for approval of the minutes from December 1, 2015. Dr. Hatfield made a motion and Dr. Todd made a second motion to approve the minutes. The minutes were approved without changes.

Dr. Katz announced GFAC will meet with Dr. Lee on Wednesday, January 18 at 9 a.m. in the State Farm room. This meeting will take the place of the department head workday that usually occurs in January. Dr. Katz asked GFAC to share with him any ideas they have for topics to discuss during the meeting. Dr. Chhachhi suggested faculty salary compression. Course/Program fees was also suggested as a topic. Dr. Trawick suggested budget planning and the long-range scenario.

Dr. Katz gave an update on the budget and course fees. He asked GFAC for feedback and if there is a need to request an increase in course fees. He distributed the GFCB Accreditation timetable as a reminder of the plans for the year. He asked GFAC to speak with their departments about the possibility of office space downtown on the square and how it might be used.

Dr. Trawick distributed the updated Faculty Qualifications Guidelines. She asked for additional updates or comments in recent emails. Dr. Trawick made a motion to approve them and Dr. Chhachhi made a second motion. The guidelines were adopted without changes. They will be presented to the college at the meeting on January 19th for approval.

Dr. Katz asked for topics for the faculty and staff meeting on January 19th. Dr. Katz said AOL, Accreditation, and Strategic Planning will be discussed. Dr. Trawick will present the Faculty Qualifications guidelines.

Dr. Katz distributed the GFCB and Honors College MOA draft. GFAC will review it with their departments and send suggested changes to Dr. Trawick.

Dr. Trawick said the faculty appraisal form is working and all faculty should have access to it. Faculty should be able to run the report from Digital Measures. Dr. Trawick will send a Word version of the form that was approved by GFAC. Faculty evaluations are due to the Dean before February 1st.

Dr. Katz asked for departmental updates. Dr. Chhachhi will be meeting with the Finance Department to discuss strategic planning and staffing. Dr. Blankenship announced an office assistant has been hired for the Information Systems and Management Departments. Dr. Little said the Accounting Department has job candidates visiting over the next two weeks. He also said he would like to see some training on starting an advisory council. Dr. Little is chairing the diversity committee and the first meeting is scheduled for January 17th. Dr. Potter announced the search committee for the management position is still meeting to determine if there are any other candidates to invite to campus. Dr. Todd announced the marketing department will meet on January 17th for the beginning of the semester meeting. Dr. Hatfield shared the online MBA program was in the U.S. News Reports Rankings and has moved up 23 spots to 61st out of over 300 schools. Dr. Carey announced the Economics Department will be in a joint program with the SAS Institute. Dr. Katz asked Dr. Carey to have Dr. Lebedinsky share the agreement with the Dr. Miller for approval. She also announced the Kentucky Economic Association will host its annual meeting in Bowling Green and Dr. Alex Lebedinsky is the program chair. The Economics department plans to host three candidates on campus at the end of January or early February.

The meeting ended at 10:55 a.m. The next GFAC will be February 2, 2017.