

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

Minutes
October 18, 2018
9:00 a.m.
Grise Hall 443

Members present: Drs. Ray Blankenship, Indudeep Chhachhi, Alex Lebedinsky, Harold Little, Paula Potter, Patricia Todd, Michelle Trawick and Cathy Carey, presiding. Susann DeVries, guest.

Dr. Carey asked for approval of the minutes from the October 4, 2018 meeting. Dr. Trawick made a motion to approve the minutes and Dr. Lebedinsky made a second motion. The minutes were approved with no change.

Dr. Susann DeVries spoke to the leadership team concerning President Caboni's initiative of creating a new library Commons Center. Architecture and Engineering firms have been hired. Dr. DeVries is requesting input as they are in the visionary stage of the process. Suggestions were offered and discussion occurred about the space and how we can better serve our students. She also shared ideas on updating resources that are available on Blackboard for students, targeting specific departments and courses.

Dr. Carey shared Council of Academic Deans (CAD) updates:

- The governance structure of the new budget model was shared.
 - Curriculum Advisory Committee – is to ferret out gaming. Their charge will be updated and will be working with the Senate to update UCC.
 - Auxiliary/Support Unit Allocation Committee – to make sure service levels and funding levels are aligned.
 - Space Advisory Committee – to set rules on space allocation
 - Master Plan Committee – prioritizes projects outlined in the master plan
 - Executive Budget Committee – Review recommendations from the Provost and Auxiliary/Support Unity Allocations Committee. They will consult with the Provost and VP of Financial Affairs before going to the President and then the Board of Regents.
- The budget model was going to be released during CAD, however it has to be reevaluated and updated.
- There is a ban on new course fees. Discussion will continue in the future.
- Provost Ballman would like to host a retreat for Deans on December 12.
- The Provost is requesting three faculty member nominations to serve on CAPE committees. She will chose two, who will receive a stipend. No Associate Deans or Department Chairs will be included on the committee. The Leadership Team is asked to submit their names to Dr. Carey and she will submit on behalf of the college to the Provost.
- Provost Ballman plans to create an outside advisory group for the university. Dr. Carey asks for suggested names to be given to her. Dr. Carey will follow up with Dr. Ballman for specifics regarding the request.
- Contracts have yet to be signed with a search firm. Dr. Carey will keep GFAC posted as she hears updates.

- The Center for Innovative Teaching and Learning is looking for a new director with Jerry DaDay's resignation. Provost Ballman will have an interim and will call for a new director in the spring. The position will report to the Provost and be well-versed in the Colonnade program. The director will be a faculty member and will continue to teach.
- A library representative is needed – from our Economics Department. Dr. Trawick will follow up with Dr. Kirk Atkinson for a name.
- Also, a Boyd Lubker representative is needed for our college.

Dr. Carey mentioned the merit-pay process. She currently is scheduled to meet with each department chair to discuss their merit-pay increase decisions. Dr. Carey thanked GFAC members for all the work each one has put into this effort.

Dr. Trawick reviewed appraisal guidelines revisions. When the college would like to have the appraisals completed needs to be determined. Dr. Carey will follow up with Provost Ballman to learn her preferred timeline. The committee is supportive of, at a minimum, the guidelines document matching the current form. The committee will work towards addressing the timeframe of publications and quality of articles are to be reviewed. The form's wording was discussed. A survey of the current appraisal process was conducted and the results were shared with GFAC members. Dr. Trawick will follow up on the Leadership Team's thoughts at the next GFAC meeting.

Dr. Trawick examined the admission outreach strategy. She commended Dr. Little for his efforts in moving forward with recruiting efforts. Dr. Trawick explained our current process of reaching out to prospective students and those students who have recently been admitted to the college. Discussion occurred of what additional methods can be utilized to reach students. She asked for input for strategies. Dr. Blankenship and Dr. Chhachhi offered their services.

Dr. Potter mentioned the Management's Office Assistant, Ms. Cara Cordell, is working on her associate's degree. She shared that Ms. Cordell was automatically enrolled in the incorrect program, Workforce Administration. Conversation took place about business students being automatically enrolled in the WFA program, even those not wishing to be a part of the program. It is thought students should have the ability to decide which program they are enrolled. Dr. Carey will follow up with Dr. Corrine Murphy, Dean of the College of Education and Behavioral Sciences.

In terms of departmental updates:

- Dr. Chhachhi shared that he is on the GFCB Dean's Search Committee. The job description will be finalized next week. He asked if any GFAC member had input to please submit those to him. He also shared that the students attended a national conference in Chicago and ended up in the top 3 or 4 out of 24 schools.
- Dr. Potter explained the Management Department had their final candidate on campus for interviews. She praised the search committee for their time and energy spent as they had high-quality candidates. Women Entrepreneurship Week is this week. Dr. Aquesha Daniels, Dr. Whitney Peake, and Dr. Mariah Yates put together a wonderful panel of guest speakers, who then conducted workshops. There was a live-stream of the discussion, a new approach for the department and the college. Dr. Potter thanked Mr. Jesse Willcut for

his assistance in making it happen. There has been a lot of positive feedback from the event.

- Dr. Little expressed congratulations to Mr. Grant Rohleder, saying he scored the highest in two parts of the CPA test in Kentucky. Dr. Little asked the Leadership Team if each department had recruiting materials they wish him to distribute during his recruiting trips to please get them to him. The Accounting Advisory Council will meet downtown on November 2.
- Dr. Todd stated that they are in the process of reforming their marketing Advisory Council, currently having 26 members. She also mentioned a survey was sent out to marketing graduates, asking where they are, what was helpful in their education, what would they like to see in future offerings, etc. A search committee has been assembled to fill a vacant faculty position.
- Dr. Blankenship explained their department's advisory board meeting will be held next Thursday, October 25.
- Dr. Lebedinsky explained to GFAC members that the charge of the graduate dean search committee has been altered, since there will no longer be a dean of the graduate school. The position is being reevaluated and input was requested.
- Dr. Carey shared details of the next GFCB Business Executive Advisory Council meeting, to be held on October 26. Two new members will be added to the council and students will be making presentations from their disciplines. She announced that Heather Rogers, BEAC Chair, will be recognized at this year's Summit Awards as receiving a Distinguished Medal Award.
- Dr. Trawick described commencement arrangements. GFCB will have the first ceremony, beginning at 8:00 am in E. A. Diddle Arena. There will be GFCB representatives attending the Grad Fair and supplying information of the day to our graduates. It was thought that serving a light breakfast snack in lieu of a reception would be a nice gesture. Dr. Trawick shared additional details of the ceremony. Dr. Trawick also visited with Ogden College concerning their budget model. She shared her expertise of our college's experience with them and they will likely utilize a hybrid version.

The meeting ended at 11:30 a.m. The next meeting will be Thursday November 1, 2018, at 9:00 am.