

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

Minutes
September 20, 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. Ms. Jenna Aikins, guest.

Dr. Carey asked for approval of the minutes from the September 6, 2018 meeting. Dr. Trawick made a motion to approve the minutes and Dr. Blankenship made a second motion. The minutes were approved with minor changes.

Dr. Trawick and Ms. Aikins shared information regarding the “finalization” of our college’s budget. Ms. Aikins distributed GFCB FY19 departmental budget estimates. She and Dr. Trawick reviewed the document with the leadership team.

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

- Provost Ballman provided a timeline for merit raises:
 - October 1: Distribute salary adjustment amounts by college to the Deans, Directors, and Department Chairs
 - October 2: Deans distribute salary guidelines and worksheets to Directors and Department Chairs
 - October 15: Directors and Department Chairs provide unit salary recommendations to Deans
 - October 22: Deans submit salary recommendations to Provost
 - October 23 & 24: Deans meet individually with the Provost to discuss merit pool
 - October 31: Provost’s Office submits salary recommendations to Budget office
 - Vacant positions will not generate a raise. The pool is based on people in positions as of July 1, 2018. Full time temporary employees in consecutive (recurring years) are eligible for merit, but it will not be funded by the university. Funds will have to come from college. Transitional retirees will not have raises. Part time staff and consecutive one-year appointments are eligible but not funded. Potential to have pool sorted by EEO category and position type. Discussion occurred regarding how raises are to be distributed, based on merit. Dr. Carey distributed the university’s senate resolution for today’s meeting, which refers to specific criteria for merit pay.
- Dr. Ballman distributed articles that she found to be helpful. She also shared contact information of various departments on campus.
- The college will receive DELO distribution because it is based on current funds, not carryforward. Funds will not be received before the Census Date (end of October). Transitional Retirement will no longer be covered by DELO funds.

- Chairs for the Dean searches have been named. Dr. Susan DeVries will chair the Gordon Ford College of Business dean search; Dr. Cheryl Stephens will chair the Graduate School search; and Dr. Larry Schneider will chair the College of Health and Human Services search. Dr. Carey has submitted committee member recommendations as well as a job description to the Provost. Mid-October is the projected time when the search firms will be chosen.
- The Comprehensive Academic Program Evaluation (CAPE) template will be forwarded to departments in mid-October. They will be sent from the departments to the college in January, moving from the college level to the university in February.
- The Provost wants to discourage early tenure and promotion, unless the candidate is exceptional. Dr. Ballman does not have a submission preference and did not provide a binder size restriction. Dr. Carey prefers to have the full packet, using the 3" binder.
- There is still an urgent need for connection courses. The office is prepared to accept new courses through the curriculum process quickly for the courses that meet the criteria.
- Dr. DeVries would like to introduce a pilot program, beginning with CHHS, that will provide reference links for students available on Blackboard. She will discuss this opportunity with other colleges in the future. Dr. Carey invited her to attend a GFAC meeting, to explain the purpose and process of this initiative and how it differs from what is currently available.
- It was also suggested during CAD that compensation for all program coordinators be standardized across campus. Discussion occurred regarding this possibility.

Dr. Carey meets monthly with Dr. Kirk Atkinson, Senate Chair. Discussion regarding sleep cycles had been referred to the Academic Quality and Faculty Welfare Committees. Plans are to discuss merit pay, led by the AAUP Representative Margaret Crowder at the Faculty Senate meeting, and a resolution addressing specific criteria of merit pay will be examined. Dr. Carey distributed the resolution to GFAC members.

Dr. Carey read an email she received from Todd Cheever regarding the University of Kentucky College of Medicine and the financial literacy series. She will pass along more information about the direction they are heading once it is available.

Dr. Carey reminded GFAC members to present her with their departments 3-5 top development priorities. They are needed ASAP.

Dr. Trawick introduced the need for a Continuous Improvement Committee Chair. She distributed the letter of interest that had been submitted. It was agreed upon that Dr. Evelyn Thrasher will be the new Chair if the committee.

In terms of departmental updates:

- Dr. Lebedinsky asked about the space in the stairwells. He wondered about utilizing the stairwell as advertisement for our programs. Discussion occurred what is appropriate and what would be helpful. Dr. Carey will follow up with Ms. Stacey Gish to work with the departments. The ECON department recently met and he felt the meeting went well.
- Dr. Blankenship recently held their departmental meeting and he conveyed the merit pay process to the faculty/staff. He expressed they were supportive of the processes.
- Dr. Todd Recent held the Marketing Departmental meeting. She mentioned the one-page evaluations are to be submitted tomorrow. (9/21)
- Dr. Little requested the one-page evaluations from his faculty and has begun receiving them. They will have their Accounting department meeting tomorrow (9/21). He shared that Dr. Stacy Bibelhauser will present to AACSB our AOL process. He also mentioned an agreement with AICPA has been signed, allowing students with Advance Placement courses in accounting will be accepted into the second course of the Accounting Program.
- Dr. Potter hosted the Management departmental meeting on Wednesday and provided an example of the one-page evaluation document. She shared the search continues for the strategy position and it is moving forward in the process. They will have candidates interviewing on campus mid-October.
- Dr. Chhachhi held the Finance Department's meeting and reported it went well.
- Dr. Trawick mentioned our enrollments are still looking good – up 34 students. Year-to-date we are down about 5 students.. She has begun receiving staff evaluation reviews. She reported that she has begun working on PAC requests. Ms. Ann Mead and Mr. Tony Glisson are on the PAC committee. Dr. Trawick is going to follow up with Mr. Glisson and Dr. Ladonna Hunton regarding the status of being able to move forward with filling the current vacancies.

The meeting ended at 11:16 a.m. The next meeting will be Thursday, October 4, 2018, at 9:00 am.