

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

Minutes
January 24, 2019
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.

Dr. Carey asked for approval of the minutes from the January 10, 2019 meeting. Dr. Blankenship made a motion to approve the minutes and Dr. Potter made a second motion. The minutes were approved with no change.

Dr. Carey shared CAPE updates:

- Mr. Mike Reagle shared his thoughts on Master Plan and how improvements could be made. He would like more involvement with colleges, including college open houses. He also reviewed the LLC program.
- Mr. Greg Hackbarth shared that FEPPA training is available online, through IT. The link is found on Blackboard. Dr. Trawick will request the link be sent to new hires.
- Blackboard will be down for updating from June 29 – July 1.
- Lucian workflow system will be implemented mid semester
- Ladonna Hunton mentioned requesting spending of carry-forward from BOR during the March meeting.
- Discussion about Extramural Contracts and Grants Policy (Policy 2.0101) occurred and was passed.
- The Textbook Adoption Policy (Policy 1.4202/9.4032) was discussed. This item was tabled because an agreement was not reached.
- The departmental CAPE reports have been reviewed by Academic Affairs.

Dr. Carey met with Dr. Kirk Atkinson and he shared that the undergraduate system flow will be in effect during Fall 2019 semester. UCC passed a new attendance policy, stating that taking student attendance is mandatory. This policy will now be sent to Senate for review.

The CAPE college committee met and supplied the dean with their recommendations. Dr. Carey distributed a draft copy of the dean's summary and of college recommendations to the Leadership Team for their review and discussion occurred. Dr. Trawick commended the committee for their conscience efforts. Dr. Carey explained the college committee members received a college merit award in appreciation for their time and energy on this important project.

Several calendar items were mentioned:

- February 1st - deadline for staff goals to be submitted to the department chairs. The chairs will forward a copy to the Dean's office to be placed in the personnel file.
- February 6th – DECA will be on campus. GFCB will be offering three \$250 scholarships for GFCB/Marketing majors

- February 16th – GFCB Day. This is a day to promote our programs. Please consider hosting an information table if you have not already agreed to do so.
- March 15th – FBLA students (around 600) will be on campus participating in various events. We are still in need of judges.
- April 25th – Our scheduled Hays Watkins speaker will no longer be coming to campus.

In terms of departmental updates:

- Dr. Chhachhi shared that Dr. Rhoades was in DC for a conference. He shared that Dr. Rhoades has been honored by being asked to serve on several committees in Washington.
- Dr. Potter mentioned the Management Department's semester is going well. Their first department meeting is scheduled for Wednesday.
- Dr. Little shared the Accounting Interim Chair will be Dr. Mark Ross. He and Dr. Ross are working together on the Fall 2019 schedule. Dr. Little provided an update on their department's faculty searches.
- Dr. Todd stated the Marketing Advisory Committee will be held on February 26. She commented that the department had over 50 applicants for the new faculty search. Dr. Lukas Forbes has been named as the Marketing Interim Chair.
- Dr. Blankenship explained the IS department is continuing with their faculty search.
- Dr. Lebedinsky said the Economics Department has their departmental meeting tomorrow at 1:00 pm.
- Dr. Trawick and Dr. Jordan are working developing BA 170, a one-hour course. It will be a bi-term course.
 - This summer GFCB will be acquiring space on the 5th floor, when Phi Eta Sigma moves to another campus. GFAC members were asked to think about the best use for this space and submit suggestions.
 - The texting initiative for recruitment started well. However, it is a current challenge to find time when student workers are able to continue texting prospective students.
 - Dr. Trawick will forward department chairs the CV of a gentleman she recently had lunch with. He is willing to be engaged in our college and is looking for ways to be involved.
 - Head for the Hill will be held on February 18th. – She requests departments to set up information tables for this event.

• The meeting ended at 11:05 a.m. The next meeting will be Thursday February 7, 2019, at 9:00 am.