

**Gordon Ford College of Business**

**Administrative Council Meeting**

Via Zoom

Thursday, June 4, 2020

**9:00 am**

Members present: Drs. Ray Blankenship, Indu Chhachhi, Lukas Forbes, Bob Hatfield, Alex Lebedinsky, Mark Ross, Evelyn Thrasher, and Chris Shook, presiding. Dr. Whitney Peake, guest

Dr. Chris Shook asked for approval of the minutes from the May 28, 2020 meeting. Dr. Bob Hatfield made a motion to approve the minutes, and Dr. Blankenship seconded. The minutes were approved with no change.

Dr. Shook asked the chairs to share good news going on in the departments.

- Drs. Hatfield and Chhachhi mentioned their new faculty members have arrived in town and are ready to begin their new roles.

Dr. Shook provided several updates:

- He spoke to the GFAC members regarding salary reductions, although there are many unknowns remaining.
- Facilities attended the recent Communications Cabinet meeting. They explained that, due to keeping things clean and sanitized, they are looking in to having only two working entrances going in to any building on campus. We may have to adjust Grise Hall's traffic flow for the elevator and fourth-floor bridge. Our disabled students will need to continue having access to the building.
- It is unclear if students will be required to wear facemasks while on campus.
- GFCB will need to look at our classrooms to see how we can accommodate as many students as safely possible.
- WKU has a Family Portal for WKU that was activated in the spring. They are looking to add content. Dr. Shook asked the Department Chairs if they would be interested in participating. He will move forward with scheduling a demonstration for the Chairs.
- The WKU Alumni Association is making an effort to support alumni who are small business owners. Please let them know if there is someone who should be included in this project.
- The Provost's Office is hosting several mini Deans/Department Heads/Directors meetings. Dr. Marko Dumancic, Director of the CITL, will be attending the initial meeting. He will address possible options for offering hybrid classes. More information will be forward soon.
- Each college will be responsible for deciding the minimum amount of information that will be supplied via Blackboard. Dr. Shook asked for input from the Department Chairs.
- We will be utilizing a new SASS analytics tool to help analyze course loads across departments and colleges. It will help with Covid-19 space evaluations and will be used when requesting part-time faculty hires.
- There has been a large response to the Big Red Restart draft plan. Concerns include how students will participate in rush for Greek organizations, commencement, and the proposed fall 2020 calendar.
- Mr. Jesse Willcut continues to work on bringing several of our Grise Hall spaces forward with Zoom capabilities.

- The dean spoke of the need for flexibility with faculty and staff that have self-identified as vulnerable, and what accommodations will be reasonable and necessary.
- There was a conversation with the Leadership Team of how the departments, classrooms, faculty, and students will be impacted when returning to campus and what will/will not be required to address safety and health concerns.
- Discussions are ongoing regarding making the standardized admissions tests optional for students applying to WKU. The Provost will make the final decision.

Dr. Shook provided brief CAD updates regarding the budget:

- Our budget reduction target data should be released soon. He explained some of the reallocations and his thoughts of addressing them. Currently, GFCB has an increase in TOP student registrations from this time last year.
- Academic Affairs is looking into ways to cover their financial deficit.
- It is likely faculty in transitional retirement within GFCB will continue their appointment for the next year, since they have full teaching loads.

The GFCB Summer 2020 Restart Plan conversation was led by Dr. Thrasher. Our offices should not be open to the public until July 1. She asked department chairs to follow the Kentucky reopening guidelines in allowing staff to work remotely, if possible. She referred to the Department Leader/Director/Manager Summer 2020 Office Restart Plan form, that is to be completed before employees return to campus. The guidelines laid out in the form must be followed for everyone's health and safety. This includes daily temperature and health checks. She recommends staff continue working from home until August. She has spoken to Mr. Willcut about the printers in the common areas. Dr. Thrasher asked GFAC members to email Mr. Willcut, requesting his assistance if there is a need to move the departmental printer into a vacant space. This should help with congestion in common spaces. If there is a need for office staff to be in the office, it can be addressed on a case by case basis. There will be another restart plan form for the fall semester.

Dr. Shook cautioned the Leadership Team they may receive emails or phone calls reporting students posting offensive social media post. The appropriate action is to refer all these to Dean of Students Lynne Holland ([lynne.holland@wku.edu](mailto:lynne.holland@wku.edu), 270-745-2683)

The dean was asked about furloughs and dismissal of untenured faculty. He commented there has been no discussions of faculty dismissal.

Clarification of PD funds was requested. It is hopeful the faculty would have access to their PD account, but on a limited basis. GFAC will work together to decide the best way to disperse monies.

It was asked where the tables/chairs/desks will be stored while making COVID accommodations. Dr. Thrasher explained that once we know which classes will be moved to online delivery, we can possibly use the smaller classrooms for storage. She asked for the Department Chairs to assist in identifying those spaces.

The meeting adjourned at 10:32 am. The next GFAC meeting is scheduled for June 11, 2020 at 9:00 am via Zoom.