

**Gordon Ford College of Business**  
Leadership Team Meeting  
Via Zoom  
Thursday, November 12, 2020  
**9:00 am**

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

Dr. Shook asked for approval of the minutes from the October 29, 2020 meeting. Dr. Whitney Peake made a motion to approve the minutes, and Dr. Alex Lebedinsky seconded. The minutes were approved with no change.

Dr. Mark Ross shared that Dr. Jason Bergner was recognized by CITL Teaching Honors, one of six faculty members campus-wide. This is the second award for the Accounting Department.

Dr. Shook is grateful to still be on campus and said this semester has gone better than expected. He thanks the faculty and staff for their hard work during this unusual semester. He also expressed his appreciation for the faculty and staff in GFCB.

Dean Shook provided a brief CAD update.

- The Calendar Committee proposed we start classes a week earlier and have a full week of fall break. There were issues regarding local school systems and faculty contracts. It was decided not to move forward with the change.
- After reviewing the Financial Exigency and Program Closure Policy proposed amendments, it was decided to not move forward with the policy changes.
- Dr. Ranjit Koodali presented on behalf of the graduate school. Communication with the school has improved since he took office.

The college's request for adjunct faculty members and overloads were approved by the Provost. The Leadership Team was giving the go-ahead to reach out to adjunct faculty. The college continues to keep the student's need a priority and make decisions based on efficiencies.

The Department Chairs were reminded if faculty have guests on campus, make sure appropriate people are notified. We must also ensure guests follow COVID protocols, such as wearing a mask, social distancing, etc.

Chairs were reminded that December 1 is the deadline for continuance documentation for new faculty members.

For future reference, the dean will schedule a brief (15 minute) conversation with anyone going up for tenure and promotion. He does this as a courtesy, to let them know their status.

Members of the Leadership Team were emailed a copy of the On-Campus Interview Protocols. This document has been approved by Dr. David Oliver, Director of Environmental Health and

Safety, and WKU's HR department. It is up to each department how they prefer to conduct interviews.

Dr. Mark Ross asked about scheduling classes for the fall and spring semesters, and are the department chairs to plan for both semesters at one time. There was also the question of when the schedules are due. Dean Shook will find out and pass word along.

Dr. Whitney Peake had a question about evaluations for staff, and a question about administration evaluations. Faculty Senate oversees the administration evaluations. It was unsure when the signed evaluations are due to the Dean. Dr. Shook will follow up with the Department Chairs on when he would like them to be submitted.

There were conversations of our current budget situation and, specifically, the salary reductions and how faculty are being impacted. Dr. Shook has made upper administration aware previously. Dr. Shook will follow up, again, with President Caboni, Provost Stevens, and Ms. Susan Howarth.

There was some confusion of when the offices will be closing for winter break. The WKU Human Resource calendar reflects winter break begins Monday, December 21, 2020 – Friday, January 1, 2021.

The meeting adjourned at 9:30 am. The next Leadership Team meeting is tentatively scheduled for December 10, 2020 at 9:00 am via Zoom.