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College of Business Council Annual Report : 2017-2018

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College of Business Council Annual Report 2017-2018

CBC met three times during fall 2017, on August 21, August 28, and September 18. The approved minutes of the three meetings are attached as appendices A, B, and C.

As the minutes show, a dispute arose early on about the eligibility of one of the members. Since the bylaws of the USFSP Senate explicitly state that membership of college councils is determined by the faculty in the college, the chair planned to present the issue of the eligibility to a faculty meeting for a vote. However, a several grievances were made, and since the chair felt it inappropriate to proceed with CBC meetings while said grievances were adjudicated, the chair suspended the meetings.

The grievances were adjudicated in early November, and, as planned, the Chair subsequently organized a faculty vote regarding the eligibility of the two CBC members whose eligibility had been challenged. With the matter settled, the chair was planning to call a CBC for early in 2018. However, at that time, he and two other members of CBC were placed on limited administrative leave, which meant that they could not serve on CBC for the duration of their administrative leave.

The CBC held subsequent meetings with Dr Richard Smith serving as chair, but I am not aware of any minutes of those meetings.

Respectfully

Han Reichgelt, PhD

From Richard Smith:

Under the circumstances, Dr. Smith decided to formally step down as chair of the CBC, but agreed to facilitate activities of the CBC for the remainder of the academic year. In addition, Dr. Alison Watkins and Dr. Maria Caban stepped onto the CBC as replacements for those placed on limited administrative leave.

The CBC had no face-to-face meetings during this time, but instead held discussions via email and conducted votes electronically. The CBC voted in favor (6-1) of having a full faculty vote on four petitions that were under consideration at the time Dr. Reichgelt stepped down as chair. However, the interim Regional Chancellor, Martin Tadlock, requested the votes be postponed until those individuals on limited administrative leave could once again participate in college faculty governance. Consequently, the CBC fulfilled its requirement to populate college and university committees for the following academic year, which included holding elections for KTCOB representative to the USFSP Faculty Senate and membership to the KTCOB T&P Committee (NOTE: These elections could be held because all faculty, including those on limited administrative leave, were eligible candidates). However, the vote to elect members for the 2018-19 version of the CBC was indefinitely postponed until the faculty on limited administrative leave could once again participate in college governance activities.

Respectfully,

Richard Smith, PhD

Appendix A: CBC Minutes August 21, 2017

Present: Karin Braunsberger, Wei Guan, Dan Marlin, Hemant Merchant (Remote), Han Reichgelt (Incoming Chair), Debra Sinclair (Outgoing chair), Rick Smith, Phil Trocchia.

Meeting called to Order

The outgoing chair called the meeting to order at 1:00 and announced that Han was elected to be the incoming chair. She then turned the meeting over to the incoming chair.

Open Issues

At the request of the incoming chair, the meeting discussed open issues facing the CBC. The main concerns related to shared governance. In particular, the members expressed concerns about

1. The fact that many of the committees that were formed in preparation for the upcoming AASCS reaccreditation visit were appointed by the dean without input from the CBC. This was a particular concern as AACSB seemed to put great store by shared governance.
2. The fact that the proposed reorganization of KTCOB did not appear to be proceeding in accordance with the relevant USF System policies, in particular 10-055.
3. The fact that there seemed to be a disconnect between the way in which recent searches have been conducted and the procedures set out in the KTCOB Governance document. In subsequent discussion, it was pointed out that the search procedures set out in the KTCOB Governance document, in particular as they pertain to the formation of search committees, may be in violation of USF System policies and/or the Collective Bargaining Agreement. The meeting was also informed that academic affairs at USFSP is working on a manual for faculty searches. Finally, the meeting was reminded of the comments made by USF General Counsel and the Vice Provost for Human Resources & Facilities at Friday Faculty meeting about the need to stick to whatever search plan had been formulated for a search.

The discussion led to the following action items

1. The incoming chair will discuss the issues that were raised, as a matter of urgency, with the Dean and report back to the next CBC meeting.
Action: Han
2. The incoming chair will find the relevant language regarding shared governance in the AACSB accreditation criteria.
Action: Han
3. The outgoing chair will contact the USF General Counsel regarding his input for the revision of the KTCOB Governance document, while the incoming chair will consult with the Vice Provost for Human Resources & Facilities.
Action: Debbie, Han
4. The incoming chair will try to locate relevant language in the CBA and USF rules and regulations regarding faculty searches.
Action: Han

Since there is some urgency with respect to faculty searches, and since the meeting did not expect the USFSP faculty search manual to be published for some time, the meeting briefly discussed, and dismissed, the possibility of developing a KTCOB specific policy until such time as the USFSP manual was published. Instead, it tentatively arrived at the following formulation regarding the formation of search committees:

The Dean will, in consultation with the CBC, appoint chair of search committees. The CBC will, in consultation with the Dean, appoint members of the search committee.

Standing Committees of CBC and KTCOB Representation to University Committees

The outgoing chair drew the meeting's attention to the fact that CBC needs to establish the membership of its various standing committees, in particular, UCAC, GCAC, ARAC, FDC, and T&P. It also needs to identify KTCOB representatives to the various university committees. The meeting asked the outgoing and incoming chair to meet to determine which vacancies, if any, exist.

Action: Debbie, Han

Date of Next Meeting

In answer to a question from the incoming chair, the meeting indicated its desire to meet monthly. However, given the urgency of some of the issues raised in the meeting, it also agreed that the CBC's next meeting should be at 11:00 on Monday August 28 in a location to be decided.

The meeting adjourned at 2:30.

Post Meeting Action: Room LPH 321 has been reserved for the August 28 CBC meeting.

Appendix B: CBC Minutes August 28, 2017

Present: Karin Braunsberger, Wei Guan, Dan Marlin, Hemant Merchant, Han Reichgelt (Chair), Debra Sinclair (Immediately Past Chair), Rick Smith.

Meeting called to order

The chair called the meeting to order at 11:00 and welcomed the members present.

Conduct of future meetings

Regarding the conduct of future meetings, the chair made the following points:

1. The purpose of the meetings is to be forward looking. The chair will therefore in general not allow members to discuss events that took place in the past.
2. The chair asked the members to bear in mind that we are here primarily for our students, and, when appropriate, to reflect on how the positions they took on issues under discussion would benefit our students.
3. The chair stated that he preferred more free flowing meetings as, in his view, this allowed for more productive meetings but that this required the members being willing to consider each other's viewpoints with respect. He also said that, if it turned out to be impossible to have productive meetings in this way, he would revert to a very strict adherence to Robert's rules.
4. Since doubts had been raised about the eligibility of one of the members to serve on CBC, the chair said he has decided to table any issues that might require a vote and that he would raise the issue about eligibility with the full faculty. He would ask the Dean to put this on the agenda for the next KTCOB faculty meeting.

Action: Han

Minutes of Meeting of August 21

The meeting approved the minutes and asked the chair to ensure they were published.

Action: Han

Matters Arising

1. Meeting between CBC chair and Dean
The chair reported that he had had a good conversation with the dean regarding the various issues raised in the meeting of August 21. In particular, the chair reported that
 - a. The dean will conform to USF regulation 10-055 in any possible reorganization of the college.
 - b. The dean said that he has used the term "Center" perhaps inappropriately in referring to that he would like to be programs of distinction.
 - c. The dean indicated that he was keen to meet with CBC on a regular basis.The chair also took the opportunity to report on the leadership team meeting that he had attended on August 23. He reported that
 - a. There are enrollment issues at the undergraduate level. While the SCHs are up, the number of majors are down, suggesting that a great deal of our SCHs are generated by

students from either Tampa or Sarasota (a phenomenon known as “drift”). Analysis of the available data confirms this, with drift being a significant factor behind for example our summer enrollment. Since a significant factor behind the drift is us offering courses online, and since in particular Tampa appears to be revising its attitude towards online courses, there is a long-term threat. If Tampa does indeed start offering more courses online, we may need to see significant declines in SCHs at the undergraduate level.

- b. The situation looks better as far as the MBA is concerned. In fact, at the MBA level, especially when it comes to the 6 required core courses, we are facing capacity issues and the Director of the Office of Graduate and Executive Education in KTCOB hinted that he might have been able to admit more students, had it not been for said capacity issues. The chair reported that the leadership team had asked for input of CBC on how to address this issue.
- c. The chair also reported that the Director of the Office of Graduate and Executive Education is considering a reorganization within the Office. In particular, he would like to attract a staff advisor and to change the responsibilities of the MBA faculty advisor to focus more on curricular issues.
- d. The chair also reported that the dean is setting aside 50% of the KTCOB summer school income for professional development support for faculty. The chair also reported that he expected CBC to have a significant say in how the resources devoted to professional development support would be allocated.

In subsequent discussion, the following issues were raised:

- a. The meeting had a number of questions regarding the MBA program and the proposed reorganization, and it asked to chair to invite the Director of the Office of Graduate and Executive Education to attend a future CBC meeting.

Action: Han

- b. In connection with the professional development resources, a question was raised about the status of the Bank of America Scholarship. The chair was asked to seek clarification.

Action: Han

2. AACSB on Shared Governance

Appendix A of the agenda contained the relevant section of the AACSB accreditation criteria. It is clear that AACSB sets great store by shared governance.

3. Language re Faculty Searches

Appendix B of the agenda contained the relevant clauses that the chair had been able to identify in the USF policies and regulations and CBA regarding faculty searches. It is clear that no appointment of permanent faculty can be made without majority approval of the faculty in the relevant department or unit, and that the dean, as the hiring authority, i.e., the dean, must take into account the recommendations by employees in the department. The chair reported that he had not yet been able to find any clear guidance on how to form search committees.

4. Feedback on CBC Governance Document

The immediately past chair reported that she had not yet received feedback from General Counsel on the CBC governance document. She said she would report back to the meeting once she had received the feedback.

Action: Debbie

The chair reported that he had received feedback from the Vice Provost for Human Resources & Facilities. In addition to two minor changes in wording, the Vice Provost for Human Resources & Facilities recommended that the clause

For example, all search committees for faculty hires are Ad Hoc committees of the CBC on the penultimate page of the document be removed. The Vice Provost for Human Resources & Facilities also stated that he would not approve the revised document unless it had been vetted by the dean. In response, the meeting questioned the need for the Vice Provost for Human Resources & Facilities to approve the governance document and asked the Chair to determine why the Vice Provost for Human Resources & Facilities believes he has this authority

Action: Han

5. Standing Committees of CBC and KTCOB Representation on University Committees
The chair reported that he had received information on membership of the CBC standing committees from the immediately past chair and he thanked her for this. He also raised two questions:
 - a. He was aware of some minor errors in the document and he asked whether he could just correct the errors. The meeting gave him permission to do so
 - b. The dean has established a number of ad hoc committees in connection with the AACSB accreditation effort and he asked whether we should include information on this. The meeting decided that we should only include information on standing committees.

The chair was asked to make the required changes.

Action: Han

New Business

1. Revision of CBC Governance Document
In light of the issues regarding membership and the feedback from the Vice Provost for Human Resources & Facilities the meeting tabled this item.
2. Any other business
There was no other business

Date of Next Meeting

The next meeting was set for September 18 at 11:00. The meeting also decided to put holds on their agendas for October 16 and November 13.

Adjournment

There being no further business the meeting adjourned at 12:17.

Kate Tiedemann College of Business Council
Minutes, Meeting September 18, 2017, 11:00-12:30, LPH 321

Present: Karin Braunsberger, Wei Guan, Dan Marlin, Hemant Merchant (Remote), Han Reichgelt (Chair), Debra Sinclair (Immediately Past Chair), Rick Smith.

1. Call to Order

The chair called the meeting to order at 11:03

2. Guest – Cecil Howard, USFSP Chief Diversity Officer

The chair introduced Cecil Howard, USFSP Chief Diversity Officer. Cecil presented an initial draft of the Diversity & Inclusion Plan for USFSP. He stated that he was interested in obtaining broad feedback from campus. The meeting decided that Han would share the draft with the Faculty and Staff at its meeting on Friday, ask for feedback, and then collate and share the feedback with Cecil. Cecil would like to receive the feedback by mid-October.

Action: Han

3. Minutes of Meeting August 28

The minutes of the Meeting of August 28 were approved. Han was asked to share them with Felicia.

Action: Han

4. Matters Arising

a. CBC Membership

Han said that he hoped that the concerns regarding membership of the CBC could be resolved in a full faculty meeting on Friday, in accordance with the bylaws to the charter of the Faculty Senate of the University of South Florida St. Petersburg which state
The Arts & Sciences, Business, Education, and Library Councils will be comprised of members of the respective colleges, with eligibility for membership and size of each Council determined by the colleges.

CBC was informed that a grievance had been filed with the UFF. In light of this, and having fulfilled its duties to meet once for the semester and having appointed members to its standing committees, CBC decided that it would suspend its meetings until the grievance was adjudicated. It is expected that, unless the matter goes to arbitration, the issue should be resolved soon.

b. Invitation to MBA Director

Han reported that he had not invited the MBA director because of Irma.

c. Bank of America Scholarship

Han reported that it appeared that there were insufficient funds to award the Bank of America scholarship for this year. He also said that the Dean is planning to meet with

Bank of America both to obtain additional funding for the scholarship and to get greater clarity on the objectives of the scholarship.

- d. Feedback on CBC Governance Document
Debbie reported that she had spoken with General Counsel and there appeared to be no need to the Vice Provost for Human Resources & Facilities to approve our governance document, although it would be useful to seek input from the office to ensure that the governance document was in compliance with the CBA and the relevant USF System Policies and Procedures.
 - e. Standing Committees of CBC and KTCOB Representation on University Committees
Han reported that he was close to finalizing membership of the standing committees of CBC. Debbie said she would send Han a list of KTCOB representatives on the various university and senate committees.
5. Suspension of Meeting
In light of the issues documented in 4a above, the meeting was suspended at 12:04.