

**Coggin College of Business
Executive Committee Meeting
February 8, 2018 (9:00-10:30 am)**

Members Present: Dawkins, Eltantawy, Fadil, Frankel, Donaldson, Gallo, Jaeger, Johnson C., Johnson R., Loh, Mangiaracino, Russell, Santos, Watts.

Members Absent: Jackson (staff meeting)

1. **Approval of 1/11/18 minutes** – The EC minutes from the 12/7/17 meeting were approved with a minor correction on Janice’s absence due to a conference.

Recurring Business

2. **Development Office Update (Megan Mangiaracion)** – Megan distributed a handout with Development Updates. Teresa is still working with donors in her portfolio. Megan is currently working on several proposals and waiting on answers from other solicitations. She discussed the following:
 - Homecoming is a busy time for development. Big homecoming events include the Emeriti Faculty luncheon and a new event called Campus-Wide Giving Day, which is organized by the new director of Annual Giving. This is something that other large universities are doing on a greater scale. It is scheduled for February 15. There should be many social media and marketing to encourage alumni to give for the first time, getting everyone excited about philanthropy and giving back to UNF. CCB chose to support the Bloomberg Labs and Business Affiliates Scholarship. CCB will likely get new donors and each donor will get the CCB license plate. Megan asked the faculty to help spread the word about Giving Day.
 - Scholarship application deadline is March 1. Faculty are asked to promote this program to students and other faculty. Around 70 applications have been received to date, which is higher than this point last year, and most applications are received within the last 48 hours before the deadline. Mark asked Jennifer to email faculty and let them know that CCB is at the end of the application process. Students will also receive a reminder email.
 - Advisory Councils Update - The Finance Advisory Council has 14 members and is in good standing so Oliver will move forward with the first meeting. At the beginning of each semester, Mark and Megan will meet with the individual Advisory Council leaders and go over their agendas. Megan asked the leaders to have a meeting in the next month to go over the spring meetings.
 - Mark and Teresa had their annual presentation to University Development and Alumni Engagement (UDAЕ) on Monday, February 5. Mark gave an abbreviated Coggin update, and Teresa gave a ppt presentation to 40+ people. This was a good opportunity to showcase and solicit fundraising partnerships for the Center for Entrepreneurship programs.
3. **CMC/CCB Marketing Update– (Melinda Santos)** – Melinda distributed a CMC event card.

- Fidelity Investment sponsored Boot Camp on January 31, which promotes CMC's Professional Development Certification programs called STAR. There were over 100 attendees, and Fidelity was pleased with the turnout. Fidelity did a presentation on "interviewing advice from the experts." After the presentation, students networked, shared their resumes, and followed up with Fidelity about job opportunities.
 - Finance Career Day is February 16 and over 300 interviews are generally scheduled with 20 employers. Sixty (60) students have currently registered. Oliver will speak about finance, financial services program, OFG, and some of the extracurricular student organizations tied to those majors. The keynote speaker and interviewer, Merrill Edge, will speak about what is trending in the industry. Forty-five (45) students are enrolled in internships in Spring 2018. Melinda thanked the faculty for supporting and promoting Boot Camp.
4. **Advising Services Update (Jennifer Jackson)** – Jennifer is meeting with her staff and her presentation has deferred to next month.
 5. **SBDC Update (Janice Donaldson)** – On Tuesday, February 13, the Jacksonville Chamber is having their annual Small Business Leader of the Year Breakfast. Janice told Megan that SBDC has an Advisory Council with 25 members that meet twice a year, and the Dean sits on the council. The council will have two new members, Brian Parks (Regional President of SunTrust) and Larry Harvey (Putnam County Commissioner). Janice has been selected as the Chair of Community First Credit Union's Business Advisory Council, which meets every couple of months and gives advice to help businesses engage with the credit union. Several people congratulated her. The state Director of the Florida SBDC Network will be in town the week of February 26 for the Clay County quarterly economic development meeting, and he will be the keynote speaker.
 6. **Accreditation Update (Mark Dawkins)** - Mark thanked everyone who participated in the accreditation process. The draft report indicates that CCB's business programs will be reaccredited for five years, and that the accounting reaccreditation will be deferred for one year. Paul recommended that we should come up with a strategic plan that tells us which opportunities we may pursue are viable, fits with our mission, and do not stretch our resources. Reham says CCB should create an AOL committee, have the departments create guidelines for promotion and tenure, and come up with a plan to engage faculty. Chris is going to rework our accreditation and assessment process, and create a committee that focuses only on AOL and has a broader engagement of faculty.

New Business

1. **CMC Director Search Update – (Melinda Santos)** - Three finalists: Derek Guffin, Assistant Director of Career Services at UF, Tara Stevenson, Director of Career Services at Flagler, and Tony Rummans, member of our mentor program and retired professional with 25 years corporate management experience with IBM. Tony was manager of the Asian region with connections in Europe and Australia. Derek and Tara have already visited campus and Tony will visit February 9. Their schedules are available at the Dean's and CMC offices. Mark will be soliciting feedback after the third candidate is interviewed and will

make a hiring decision over the weekend. Mark thanked everyone who participated in the search process and on the search committee.

2. **Questions Regarding Allocation of \$100K for 4 years to CCB to support new Dean – (Mark Dawkins)** - The allocations are on the back of the agenda, and no questions have been asked regarding the allocations.
3. **Downtown expansion update (developer signed lease in December, opening 1/1/19) - (Mark Dawkins)** – Shari Shuman said they are still waiting on the incentive package from the Downtown Investment Authority. The city is meeting on February 22 and we hope CCB’s request for \$380,000 will be approved. Once UNF has a commitment from the Downtown Investment Authority for incentives for equipment, etc., UNF will sign the lease. The parking vouchers will likely be a part of the agreement.
4. **Online graduate courses for MSM/MBA programs update (Dawn Russell)** - Dawn sent out an email with an inventory of graduate online-capable courses to the graduate faculty. Faculty are asked to e-mail Dawn if there are any corrections to the report.
5. **CCB Certificate Update (Dawn Russell)** – Dawn received approval of the graduate business analytics certificate through the GCC. Dawn said the next date to get on the APC agenda is February 13, and noted that if we are trying to start the certificate next fall, it needs to get on the June Board of Trustees agenda.
6. **CCB Majors Fair for Spring Semester (Jennifer Jackson)** – No update.
7. **Faculty hiring completed for Fall 2018 (Mark Dawkins)**
 - Three (3) tenure –track in MAN Completed
 - One (1) tenure-track in MAR Completed
 - Offices Vacated: Jay Coleman, Josh Samli, Crystal Owen, Ronald Adam
8. **Misc. Data Discussion (Mark Dawkins)** - Mark noted everyone has a document regarding midterm grade reporting which was also emailed. He received questions about the data is included in the report, and e-mailed Cristina Helbling and Karen Patterson. Karen’s response was “I believe it includes every student who receives a midterm grade.” Karen told Mark the target is 100% reporting per the BOT. The department and unit heads asked for clarification of what 100 % means (freshman, sophomores, juniors, seniors or graduate students). Mark asked Chris to clarify this item with Christine and Karen.

2018-19 Recurring and Non-Recurring Budget Requests – Mark has identified preliminary recurring requests of \$604,000. Mark suspects AA will have to fund the tenure-track in accounting position for accreditation since the review team talked about the ratios being low (amount is \$140,000). We will try to pay the accreditation dues with nonrecurring funds. Given the uncertainty regarding what the new President will do with resources and money that’s available on campus, Mark want to staff and hire as many faculty as we have

money to do to secure permanent teaching capacity for the college. Mark wants to convert and hire as many people as possible this spring, including:

- Michael Morris – visiting to full-time instructor (third year as visiting and the only one who teaches real estate)
- Jeff Gottlieb – visiting to full-time instructor
- Monica Salomon – visiting to full-time instructor
- Ben Paladino – rehire as visiting instructor
- Mike McCardle – visiting to full-time instructor
- Greg Gutkowski – visiting to full-time instructor

9. DRC and Cheating/Cheating Ad Hoc Committee (Paul Fadil) – Mark said he will survey faculty to assess how many want to participate in a DRC meeting regarding cheating and exam security, and he will reach out to the DRC to schedule a meeting.

10. Cultural Competency Training for CCB Students – No update

Miscellaneous Discussions:

- Mark passed out an email from Jeff Michelman which notes conflicts between mandatory exam period for online classes and students regularly scheduled classes. Deb Miller said you use can 8 hours of face-to-face time for online classes, and this is primarily used for exams. Mark asked the department heads to inform faculty of these conflicts so they can be avoided. Mark wants to have a CCB testing lab for online classes (maybe on Saturday) with a graduate student or staff to proctor the tests. David asked if we should look into annexing building 10 for a possible testing site. Andres and Chris said building 10 is on top of the PECO list, but UNF needs to get languages and philosophy classes relocated. Mark asked everyone to start thinking about how to operationalize a testing lab.
- Dawn and Mark meet with Fidelity, and they want to have an onsite MBA program. They have sixty people interested, and expect twenty to thirty to sign up for the MSM and transition into the MBA program. We need to respond as quickly as possible because Fidelity is definitely going to do the program, and wants to start the program this summer. We expect this opportunity to yield about 20 to 30 more students, and the employer's tuition reimbursement will cover 90% of the tuition costs. Dawn will follow-up with Fidelity regarding the program.
- Junior Faculty - Paul is going to develop a junior faculty orientation program. Dan Richard invited Paul to seat on the promotion and tenure board for junior faculty, and he is meeting with Dan to see what they do on the main campus so he can incorporate it into CCB. Paul wants to meet off campus for a day or two, and said this is a great opportunity for the 4 to 5 new faculty, and he plans to invite previous faculty hires who did not have an orientation.

11. Adjournment: The meeting adjourned at 10:50 am