

Coggin College of Business
Executive Committee Meeting
July 9, 2020 (9:00-11:00 am)
Minutes

Present: Bowling, Buttimer, Contrino, Donaldson, Eltantawy, Gallo, Goel, Guffin, Jackson, Jaeger, Johnson, Loh, Russell and Watts

Absent: Ahmed (sick)

1. **Approval of 7/09/20 minutes** – The minutes were approved.

Recurring Business

2. Center for Entrepreneurship and Innovation update – (Karen Bowling)

- Karen welcomed Richard and thanked him for visiting the CEI campus.
- CEI's first cohort will graduate this August.
- The CEI advisory council and the dean have been meeting and want to implement changes that they have learned from the first cohort.
 1. Shorter program
 2. Focusing on specific industry that mirrors the strengths of Jacksonville, UNF. Programming will be easier because everybody will be interested in the same topic.
 3. Instead of using a full time business planning coach, CEI will partner with SBDC and their consultants and will use the lean model canvas.
- The application for CEI's second cohort are available today, selections will be made on 8/27 and they will start on 9/17. Every other week the cohort's will have a three-hour module with the SBDC. Between the modules, CEI will support the cohort with specific workshops. The first cohort in the fall will be health and medical and will be in session September to December. The second cohort will be T&L and will start in January.
- One of CEI's advisory council members is from Swisher International and he has suggested a cohort on Black Lives Matter. That Advisory council member, Mark Dawkins and Diane Denslow have been working on a proposal to fund the initiative with Swisher International. Richard said this would be great way tie into the general initiatives around D&I.

3. CMC/CCB Marketing update – (Derek Guffin)

- Derrick welcomed Richard.
- The annual Employer Summit is tomorrow, 7/10, from 9am to 12pm, via Zoom and the focus will be - learn about CCB and how to be connected to the college. New employers to the summit are the Wounded Warrior Projects and other several other companies. Forty companies are registered. There will be four sessions: Micro Internship - Derrick, development session on Getting Connected outside the Career Fair - Caleb and Kathleen, Connecting to Student Organizations – Emily, and Virtual Engagements – Dee-Dee.

4. SBDC update – (Janice Donaldson)

- The SBDC is working to implement the federal CARES act contract and is onboarding seven new consultants to increase capacity and capability. Yesterday Janice did a faculty orientation for the management faculty involved (Dag, Nathan, Ping and Diane). Dag and Dominik Guss, psychology faculty, are going to do a management meet psychology in adjusting to COVID-19 session. The SBDC has five new private sector consultants, two are adjunct faculty. Janice is excited about the interaction between CCB and the SBDC in the implement of this program.
- This summer eight SBDC clients will be projects in Lakshmi online e business strategy class and four clients will be projects in the fall. Ping's management special topics class, Lakshmi's social media class, two undergraduate entrepreneurial marketing and small business consulting will help SBDC meet their the 7,000 consulting hours associated with the project.
- SBDC is working with Richard and Chris on their reopening plan to the public. Since the shutdown, SBDC is considered essential and there has been 3 to 4 staff in the office but they have been closed to clients and have stopped doing live events.
- Richard is helping with the makeup of the search committee for Janice's position and the posting should be completed next week.

5. Advising Services update – (Jennifer Jackson)

- Advising has almost completed reviewing 178 policy applications and 107 have been approved. Student should start registering for policy next week on the 15th and 16th.
- Advising is also reviewing summer precertifications, which are due tomorrow. Advising has reviewed 187 undergraduate and 16 graduate.
- The 2021 catalog is now live and Jennifer thanked everyone who worked with her on it.
- Advising is working on their reopening plan. Richard said that CCB advising is reopening plan is central to the university and separate for the CCB plan. Richard asked Jennifer to explain advising plans for reopening. Seventy (70%) of the staff will be remote and twenty (20%) will be on campus starting 8/3. One assigned advisor (Felix on Monday, Kathy on Tuesday, etc.) will be on campus every day of the week. Felicia will work Monday, Wednesday and a half-day Friday and a graduate assistant will work Tuesday and Thursday avoiding two people sitting closer than 6 feet at the front counter. Jennifer and the assistant director will rotate weekly. The advising directors are considering an "advising hub" were all on campus advising would be in the first year advising office that can accommodate social distancing. Richard said Jennifer's plan sounds reasonable.
- Albert had a question about VA students and Jennifer explained the process.

6. D&I Update – (Richard Buttimer for Parvez Ahmed)

- The Darnell Smith zoom event is today. Richard and president Szymanski will be speaking - the focus will be – Can you be a good person and successful in business. Darnell backed out because of a personal issue. 40 students have registered.

- Richard meet the CCB's D&I committee and asked the committee to accomplish to things before the fall semester starts.
 1. Document CCB's and the university's CODI big picture strategic plan goals and distribute the goals to all CCB units. Each unit should then develop their own D&I plan which feeds into the college and university plan. Richard wants the D&I plan integrated throughout the college and incorporated into CCB's strategic planning. Richard wants the D&I's plan to be broad based and worked into the fabric of the institution.
 2. Concrete, meaningful, short-termed activities that can be implemented in the fall semester e.g. speaker's series or a public event centered on the opening of the fall semester or the RNC.

7. Spring/summer classes update, Accreditation & Assessment update – (Chris Johnson)

- Tomorrow is the deadline for submitting changes to the fall schedule so the registrar can accommodate, particularly, those section that are face to face. Roughly 2/3 of all sections are currently either remote or DL.
- Andres said CCB needs to accommodate the degree seeking F1 visa students to insure they have enough face-to-face classes. Jennifer said Abby Wilcox is running a report of F1 visa students and CCB advising plans to review their schedules. Ruth Lopez is hosting town hall meeting next week to discuss F1 visa students. Lakshmi suggested DSI classes as an option.
- CCB successfully submitted the Continuous Improvement Review Application and CCB is on track to have another review team in 22-23.
- Chris sent an email-requesting faculty to update their vitas on the canvas page.
- Chris and Mary will start populating the canvas page with assessment outcomes and accreditation information and will use this as a sort of an educational arm and making accreditation part of the college culture.
- Strategic planning for the accreditation review.
 - a) Richard is going to reach out to the units and give guidance for strategic planning.
 - b) Early in the fall, CCB will develop a document with broad based college goals in line with major university goals e.g. emphasis on graduate programs, emphasis on international programs, emphasis on transportation and logistics.
 - c) Each unit will be asked to develop a strategic plan that ties in to college plan.
 - d) The strategic plans should be implemented and in place sometime before the accreditation review.

8. Development Office update – (Kathleen Contrino/Caleb Garrett)

- Development is finalizing their FY 21-22 operating plan.
- In August and September development get, EC members input and will start scoping funding initiatives; ZOOM rooms, analytics lab and software upgrades, GIS lab & software upgrades and Bloomberg expansion & software upgrades. Kathleen plans to use Dawn's scope and project plan for the Sudduth lab as a framework for these initiatives.

- Development is working on the media and PR for the rollout of Dean Buttmer. He already has had one interview and has interviews lined up with the JBJ, the Florida Times Union, Florida Trend and Jacksonville Daily. The PR team is working on interviews with a couple of TV stations and WJCT. Richard is meeting with key donors including Blanche Coggin, a variety of leaders from the BAC and other business community members.
- Caleb and Kathleen are excited to collaborate up and talk about ways companies can get more involved with CCB at the employer's summit.
- Karen asked if it is hard to fundraise in the COVID-19 environment. Kathleen said development has been successful with donor relations but funding has declined from projections.

New Business

1. Budget/Faculty Update

- CCB has taken a 5% operating budget cut and it was absorbed in the dean's office. The Florida governor's budget included a 6% hold back. If CCB receives this cut to their budget, it would have to be passed on to the units.
- Richard, Susan, and Rabena have been looking at endowments and making decision to organize and streamline all endowments to be fully self-funding. From there Richard is looking to free up money for other initiatives in CCB

2. Fall re-opening planning

- Broad guidelines.
 - a) University reopens 8/3.
 - b) Only bring people on campus if their mission requires it. If job can be done remotely, they should continue remotely. All units have to be open but do not need to be fully staffed. Richard suggested the units rotate staff and have appropriate signage.
 - c) Chris has prepared Summary of Coggin College Reopening Plan by Department/Unit.
 - d) CCB is ordering Plexiglas guards and hand sanitizer.
- Derek has two question: 1) can staff come into the office if they prefer to work in the office, and 2) who will be responsible for ordering sanitizing supplies?
 - a) Richard said employees can come in and shut their doors but he does not want to create a culture where through peer pressure employees believe they need to be in the office.
 - b) Any additional sanitizing supplies are up to the unit.
- David asked about the rotation in the academic department offices. Richard said that was up to the department chairs to come up with a plan of rotation. Albert requested that the departmental rotation plan include for a work-study student and Richard said that was fine.
- Richard asked Karen to send him the CEI plan for reopening.
- Richard said they have ordered Plexiglas for SBDC.
- Richard said the university would issue guidelines for COVID-19 exposure.

3. Executive Committee meeting structure

- Richard asked the EC members for their comments on the structure of future EC meetings. EC members suggested shorter meetings, starting with new business first, several members indicated that meetings have value and are beneficial, especially the updates and certain units feel integrated into college via the meeting. One member questioned the goal of the meeting. Another member suggested smaller groups. Several EC members suggested that the EC member submit agenda items.
- Richard said the executive committee is mandated by the bylaw and the minutes must be made available to the faculty.
- Richard suggested an hour meeting and if it goes beyond an hour, another meeting will be rescheduled. Eliminate recurring business. Susan will send an email requesting agenda items.

Richard thanked everyone for being so welcoming and he said enjoys working with such a great team.

Adjournment: 10:49 am