

**Coggin College of Business**  
**Executive Committee Meeting**  
**August 13, 2020 (9:00-10:00 am)**  
**Minutes**

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

**Absent:** Guffin and Johnson

1. **Approval of 7/9/20 minutes** – The minutes were approved.

**New Business**

**1. Update on FSBDC Director Search – Janice Donaldson**

- Janice thanked Lakshmi for chairing the search committee and the first meeting was yesterday. They reviewed and made some changes to the post.
- The target timeline is to review applications, conduct interview and made a recommendation to the Dean by the first or second week in November. The targeted start date is the end of January.
- Lakshmi said it would be helpful to share the post with the EC members so they can share the post in their personal networks.
- Karen asked about replacing Kevin’s position and Janice said she will probably leave that decision to the new director.
- Parvez said he will help apply the D&I’s strategic plans recommendations for this search committee.

**2. Graduate Programs – Virtual Orientation Saturday, August 15 – Dawn Russell**

- Dawn thanked everyone for their great work teaching graduate programs because they continue to grow.
- 133 students are part of the virtual orientation Saturday, 8/15 from 9:30 to noon;
- Dawn thanked Amy, Jennifer, David, Dr. Swanson, Dr. Naslund, Dr. Michell for their help with orientation. Richard will do the welcome. There will be a panel that discusses campus resources; the library, cashiers office, career center.

**3. Graduate Programs – Diversity and Inclusion Recruiting Efforts, Dawn Russell.**

- Dawn will continue to work to build a pool in terms of where CCB recruits graduate programs with a focus on diversity.
- Karen said that Swisher International has agreed to fund a cohort on D&I at the CEI.

**4. Strategic Planning - Richard Buttimer**

- AACSB peer review reports says CCB needs a formally adopted strategic plan. CCB needs to have their strategic plan in place and executed by the time the AACSB comes for their review. Richard wants the strategic plans finalized by December.
- Richard plans to convene the Strategic Planning Committee the second week of the semester and charge them to develop a plan. The graduate program will have a separate plan.

#### **5. Budget Update – Richard Buttimer**

- The Dean’s office has submitted plans to the Provost for a 3.5% and 5% cut to the E & G budget. The cuts will be through the vacant lines.

#### **6. Taylor Leadership Institute for Graduate Students – Richard Buttimer.**

- Richard would like to focus on student services for graduate students.
- Richard would like to work with the Taylor Institute on a fee for service for the graduate students and eventually offer all MBA courses on a market-based pricing. Dawn said she is familiar with the material and be happy to discuss the initiative.
- Jennifer said that the graduate program should have tutoring service and an APC for a graduate internship program.
- Andres mentioned the Global MBA student get these services at their partner university and would be good for the Global MBA programs here.
- Parvez said mentorship programs are good for D&I recruitment and retention.

#### **7. Reopening – Richard Buttimer**

- Richard is making a video for CCB students discussing shared responsibility and leadership for COVID safety. Dawn and Jennifer said they have social media outlet to get the video out.
- There is hand sanitizer in the Dean’s office.

Richard thanked the EC members for all their hard work and wished them luck with the start of the Fall semester.

**Adjournment:** 10:49 am