

## Management Department Meeting Minutes

April 26, 2019

9:00 am - 11:30 am

Miller Hall Conference Room

Attending: Dr. Thomas Gainey, Dr. John Upson, Dr. Doug Turner, Dr. Jeannie Pridmore, Mrs. Samantha White, Dr. Kim Green, Dr. Susana Velez-Castrillon, Mr. Philip Reaves, Dr. Joan Deng, Mr. Rick Sigman, Dr. Erich Bergiel, Dr. Brad Prince, Dr. Leanne DeFoor, Mrs. Monica Smith, Dr. Ellie Towhidi, Mrs. Liz Runyan

Not Attending: Dr. Mary-Kathryn Zachary (Leave), Ms. Sheila Harry (CISM 2201 Exam), Ms. Mariana Sanchez (CISM 2201 Exam), Faramarz Parsa

**Topic #1: Review of 2018 Engage West Action Plan:** We reviewed our progress on the following 2018 Engage West Action Plan Goals: (1) We will work more diligently to make certain that the achievements and contributions of department faculty are properly recognized (Q9, Q40), (2) RCOB Leadership (Deans and Chairs) will be transparent in providing opportunities for service assignments, international travel, and other faculty engagement programs (Q28, Q34), (3) We will try to better define the organizational levels at UWG and the particular practices that led some respondents to rate the "Climate" items lower (Q49-Q58), and (4) Efforts will be made to remove some of the more burdensome tasks from the departmental assistant so that she has sufficient time to do her work (Q70).

**Topic #2: 2019 Engage West Survey Results:** The 2019 Engage West Survey Results were shared with the faculty. Overall, results were very positive. Our "Engagement" score increased from 3.98 in 2018 to 4.08 in 2019. The UWG average in 2019 was 3.88.

**Topic #3: 2019 Engage West Action Plan:** After group discussion, the following goals were developed as part of the 2019 Engage West Action Plan: (1) We will provide a training opportunity for our faculty to increase their understanding of "Implicit Bias" and "Fairness." (Q38, Q39, Q42, Q45), (2) We will improve the effectiveness of our communication with ITS, to include notification of when changes will occur in computer labs, problems that are being experienced in computer labs, the response time when computer-related problems occur, and days/times when ITS on-site help is available (Q34, Q35) (3) Each department member will review the RCOB sandbox on CourseDen at least once during the coming year to become familiar with the content of this module (Q35) (4) We will make an effort to give opportunities for international travel to department members who have not yet traveled, but want to get involved (Q29, Q30, Q32, Q56, Q57).

**Topic #4: UWG Budget Update:** – David Jenks reported in the Administrative Council earlier this week that the budget news for next year was quite good. It looks like we will get the 2% average raise. Additionally, while we are losing 1.6 million in e-Tuition (and a final 1.6 million in 2020), we did get 565k to help offset some of these losses. It is unclear at this point how departmental travel and operating budgets will be impacted.

**Topic #5: Summer Enrollment Update:** Both Nancy and I have created separate break-even analyses for the summer and come to similar conclusions. As noted in an e-mail last week, our summer enrollment is lower than last year at this time, but we are covering salary/benefits. And, as I noted in the e-mail, we probably want to get to a point next summer where we are very close to having our courses listed as “E” (100% online) or “N” (>95% online).

**Topic #6: Future Course Schedules:** For Spring 2020, I am required to have the schedule ready by May 13<sup>th</sup>. Normally, we submit the spring schedule in late August. For 2020/2021, the summer, fall, and spring schedules will have to be submitted around February 1<sup>st</sup>. The administration wants students to be able to plan schedules a year out.

**Topic #7: Study Abroad Accounts:** We are no longer allowed to use Agency Accounts for the study abroad trips (meaning we can carry funds from one year to the next). Study abroad trips must now be set up in 14-000 sales and service accounts (meaning funds cannot be carried over from one year to the next). However, if funds are available after all study abroad expenses have been paid, up to 15% of the cost of running the study abroad account can be placed in a separate “Emergency Reserve Fund” which can be carried over to the next year.

**Topic #8: Apparel Policy and Taxable Income:** Based on IRS regulations, apparel that you receive from UWG can now be considered “taxable income” under certain conditions. If the cost of the apparel is greater than \$75 OR if you get apparel more than twice a year (regardless of the cumulative cost), you will be taxed. A new “Taxable Fringe Reporting Form” is now available on the Purchasing website that will be used to document the receipt of “wearable” items and this form will be forwarded to Payroll for tax withholding and W-2 reporting.

**Topic #9: Upcoming Job Search:** Dr. Parsa will be retiring at the end of 2019. I have already submitted the Critical Hire paperwork for his replacement. We are currently waiting to find out if the Critical Hire will be approved. If approved, John Upson has agreed to chair this search committee.

**Topic #10: New RCOB Building Update:** Faye will be sharing the current plans with you on Tuesday during the RCOB Faculty/Staff meeting. However, as of the last update, it looks like the building will have three floors. Management and Accounting/Finance will share the second floor. We should also have a larger conference room and MIS Lab on the second floor.

**Topic #11: Promotions – 2019/20:** Mariana Sanchez and Philip Reaves are eligible for promotion to senior lecturer.

**Topic #12: BUSA 2201 – Business Foundations Course:** Lantz Ferrell, chair of the BUSA 2201 Development Committee, provided an update on the committee’s work. We plan to offer this “Foundations of Business” course for the first time in Fall 2020.

**Topic #13: Travel Regulations/Foundation Account Changes:** Liz Runyan provided an update on some recent changes to our travel and foundation accounts, including a new policy that all professional memberships must have the UWG mailing address and not a home address.

Respectfully submitted,

Dr. Thomas W. Gainey, Department Chair