

Coggin College of Business
Executive Committee Meeting
July 12, 2018 (8:30-9:50 am)

Members Present: Dawkins, Eltantawy Fadi, Frankel, Donaldson, Gallo (conference call), Guffin, Jaeger, Johnson C., Johnson R, Learch (on behalf of Gallo), Mangiaracino, Schreier (on behalf of Jennifer), and Watts

Members Absent Jackson, Russell

1. Approval of 6/7/18 minutes– The EC minutes from the 6/7/2018 meeting were approved.

Note: President Szymanski is visiting every College at UNF. President Szymanski and Provost Chally will visit all CCB units (i.e., departmental offices, CMC, Advising Services, Flagship, T&L Flagship, etc.) and meet with CCB personnel in the units on 7/18/18 from 9:00-10:00 am

Recurring Business

2. Development Office Update (Megan Mangiaracino):

- x The All College Meeting is Friday, 9/14/18 at 12 noon (food will be served at 11:30 am). Megan would like to attend the fall departmental meetings for a follow-up on the BHAG's established at the Development/CMC retreat on 5/18/18. Mark asked the department chairs to communicate the dates of their fall meetings to Megan.
- x The FY18 fiscal year closed on 6/30/18 and CCB's total fundraising was \$2.4 million in gifts, pledges, and documented planned gifts. The primary goal for FY19 is \$1.8 million, which is based upon a formula UAE uses to assess CCB's portfolio potential
- x Upcoming Solicitations Megan has been working with David Jaeger and Jeff Michelman on Beta Alpha Psi sponsorships with CCB accounting partners on the Accounting Advisory Council. She is also working with Derek on CMC's ongoing relationships and trying to increase the level of CMC support.
- x Center for Entrepreneurship – Mark and Megan are working on a one-page document that explains what the center is and how companies and citizens can get involved.
- x Development is working on a Stewardship Plan that documents phone calls, thank notes, etc., for certain levels of giving.
- x The BHAG follow-up retreat is Friday 8/31/18. After the first BHAG retreat in May, Mark and Megan reviewed the BHAG goals and identified five specific college goals. Megan will email the EC a draft of the goals. At the fall departmental meetings, department chairs and faculty are asked to select one goal that Development can help the departments achieve. As such, Megan asked that all fall departmental meetings occur before the BHAG retreat on 8/31/18, and she asked that she be invited to each fall departmental meeting to help facilitate the process of selecting a goal.
- x Paul asked about the status of the Development Director Search. Matheson said the search was continuing and two candidates were interviewed. UAE is overseeing the search and will make the final hiring decision.

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

- x Mark asked EC members to stay after the meeting to discuss with Derek an internship, work experience, and study abroad requirement for Business Majors. Additionally, Derek would like to discuss reevaluating and condensing the internship course administrative process. Kate (on behalf of Andres), 14 Tm7ndre (of)b64 o82 -0.005 Tply

take members of the EC to UF see how they have tastefully marketed the selling of space at their business buildings.

4. Advising Services Update (Paul Schreier for Jennifer Jackson):

- x Advising Services needs each department chair's advice on the proper placement in the Osprey Map for ENC3250 (Professional Communications), which is currently defaulting to Speech's prior place in the map
- x Jeremy Baker, the new Academic Advisor, will start on Monday 7/9/18. He was the NCAA compliance officer in the registrar's office and will be helpful with the certification of CCB athletes.
- x Advising Services just finished another cohort review and is ensuring all students projected to graduate in fall 2018 can get the classes needed to graduate in the fall.
- x The Coggin LLC has 42 students this year versus 20-25 students in the past due to Admissions changing the reorientation process.
- x The fall Majors Fair is in the production phase. Some of the department chairs have given Paul feedback, and he would like to get with those who haven't so he can get ideas to incorporate into the fall fair.
- x The Advising Retreat is 8/1/18 and Advising Services will discuss 1) Fall Major Fair agenda, 2) the shift of duties for Jeremy and the whole department (the IB workshop will change from Kathy to Kelly), and 3) improvements in the Early Alert process.
- x Advising Services is starting the process to have the college petition process go paperless so at a minimum petitions can be emailed to the department chairs.
- x Kelly and Susan will give a presentation at the NACADA conference (governing body for academic advising) about CCB initiatives with the major fair and major workshops. They will also bring back information regarding how other colleges are promoting their majors
- x Today is registration day for policy applications for a fall graduation
- x Rehan wants to discuss transfer students and the negative impact of the 4 year graduation metric on certain majors, especially T&L

5. SBDC Update (Janice Donaldson)

- x Last month was the statewide SBDC conference in Fort Lauderdale and UNF SBDC swept the boards in awards. They clapped in congratulations. Awards follow:
 - o Florida State Star Award Cheryl Lynch, Putnam County Office. This award recognizes extraordinary performers who have made strong contributions to their state network.
 - o Florida Rising Star Award Blake Stockton, SBDC at UNF. This award honors state employees under the age of 35.
 - o Valor Awards– Cheryl Lynch and Marge Cirillo from St. Johns County Office. This award was for their work after Hurricane Irma.
 - o SBDC Superstar Award Lisa Brunson, SBDC UNF Administrative Secretary for going above and beyond the call of duty.
- x Next week, Janice is meeting with Brian Parks, President of Sun Trust, to discuss the potential expansion of the Exit Stage Left program to the eight other regions.
- x Next Thursday, The Regional Director of the University of Houston SBDC is shadowing at UNF SBDC.

x UNF SBDC will have a booth at the Jim Moran Institute Statewide Conference in
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7. Cultural Competency training for CCB students & Uriah Jones' MPA report (Mark Dawkins) – Not discussed.
 8. Staff working from home/CCB department chair office hour expectations – Mark Dawkins):
 - x If staff want to work from home for an extended period of time, it should be approved at the department level and by the Dean's office. HR should be notified once it has been approved for a staff to work off campus for an extended period of time.
 - x Mark sent out communication on 6/18/18 to department chairs regarding office hour expectations effective 7/1/18
 9. Dean's Meeting (Mark Dawkins) – On 7/23/18, President Szymanski will have a retreat with the Deans and Vice Presidents. UNF is behind other Florida state universities in regards to metrics. West Florida University received \$9,000,000 from the state this year, and UNF is getting nothing from the state. The Board of Governors (BOG) wants President Szymanski to report back in six months - not with a plan with his progress in response to the metrics. President Szymanski has a sense of urgency to deal with the situation. CCB must consider:
 - x Specialty Masters in Stems area (e.g., applied economics, business analytics, Masters in Finance, MIS degree, operations, etc.).
 - x Increase internships – consider mandatory requirement, project based, ½ semester
 - x Blast Classes Friday, Saturday and Sunday classes for 4 weeks (on campus and downtown).
 - x Differential teaching loans based on research productivity
 - x UNF needs to increase out-of-state recruiting (e.g., Georgia an(i)-1.7I 1 Tf o3:T/TT3 (o)1 (M (r)-1(e
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