

## Leadership Minutes

July 13, 2017

Dean's Conference Room

2:30 – 4:30 pm

Attendees: Dr. James Cochran, Dr. Brian Gray, Dr. Jonathon Halbesleben, Dr. Dave Heggem, Dr. Rich Houston, Dr. William Jackson, Dr. James King, Dr. John Mittenthal, Dr. Ed Schnee, Dr. Kay Palan and Mrs. Kati Hardemon – serving as recorder.

1. **Alabama Center for Economic Development** - Dean Palan introduced Nisa Miranda, Director of the Alabama Center for Economic Development, ACED recently re-joined the Culverhouse College of Commerce. Ms. Miranda gave a presentation about the center and how it supports the state of Alabama. The center was founded in 1987 as a gateway from the University of Alabama to the surrounding communities. Since 2014, the center has completed 22 projects, many of which were for non-profit organizations. The center focuses on bringing resources to communities such as strategies, strategic plans, analysis and recommendations, project developments, team building and resourcing.
2. **Yea Alabama** – Dean Palan reminded the group about the week of welcome for the University and invited the Faculty and Staff to participate during this event. There will be tables set up where faculty and staff can hand out promotional items to help get students more interested in our programs.
3. **New Staff Orientation Proposal** – Dean Palan informed the group that the Culverhouse Staff Forum has identified issues faced by staff and would like to have two orientation sessions per year where new staff can attend. If there are items the members of the leadership team think need to be added, they can let Dean Palan know.
4. **Changes in Development Fund Management** – Annual estimated earning rates on endowments have been reduced to 4.5% and likely will be reduced further in the near future. New endowments will also have a holding period of 1 year prior to releasing earnings and if they are less than \$1,000 they will be incorporated into existing funds.
5. **Staff Capacity to Support Syllabi** – Syllabi throughout the college must be posted on the OIRA's official website. The syllabi must be uploaded because they are considered the official documents, if there are grade disputes etc., the version on the OIRA website will be used. Currently, the department with the highest percent of completion has 86%. There was some discussion of whether staff could help support completing syllabi; the consensus of the leadership team was that creation of syllabi is an important responsibility of faculty and that asking staff to take care of this could lead to discrepancies between the online syllabus and the one distributed to students.
6. **Faculty/Staff Resources Page** – The technology group is currently in the process of building this addition to the Culverhouse website. The leadership team was asked to identify additional information or features that might be helpful for this section of the website. Suggestions included: contact information for issues in the college, training materials, faculty/staff handbooks, and survey results.
7. **Compensation Analysis** – We have recently gone through the raise process. Dr. Halbesleben has been analyzing faculty compensation to identify potential challenges with internal and external

equity. The next step is to look at the staff compensation rate, which might be more difficult because market values are not as accessible.

8. **Alumni/Graduate/Employer Surveys** – The leadership team discussed ways to coordinate surveys of alumni, current students, and employers to improve efficiency and avoid burning out survey recipients.
9. **Concur Implementation** – procurement services is offering training on this new system. The system works to manage your documentation for travel and will calculate per diems automatically.

**10. Announcements**

- Teresa King will be replacing Nidia Spence as Director of Financial Affairs.
- We have hired Zach Thomas as communications specialist, he will start August 1.
- There will be an electronic vote to select the official name of the college
- Raise letters will go out on July 26.
- There will be a major gift announcement in late September, details to follow.
- There is a program to encourage faculty to write grant proposals. We offer this person a type of support, like a course release. We hope to have 4-5 people in this program.
- Dr. Mothersbaugh is planning to develop a Qualtrics survey of faculty to determine interest in study abroad programs and building an international programs committee.

The meeting was concluded at 4:30 pm.