

## Minutes of the CAS Faculty Senate Meeting of October 19, 2020

4:00-5:08 PM

Attending: Lydia Timmins, Bernard McKenna, Peter Feng, Alan Fox, Thomas Rocek, Jenny Lobasz, John Pelesko, Kimberly Clark, Jennifer Barker, Jenn Trivedi, Kimberly Schroeder, Dominique Guillot, Larry Duggan, Nonie Bell, John Morgan, Eynat Gutman, Thomas Rocek, James Angelini, Christine Grogan, David Meyer, Dilia Lopez-Gydosh, Gunner Taylor, Deni Galileo, Kathryn Franich, Adele Hayes, Erin Cassese, Patricia Burt, Nina Owczarek, Jia Song, Beth Morling, Edward Lyman, David Satran, Neal Zondlo, Phill Penix-Tadsen, Shawna Vican, Denva Gallant

President of the CAS Faculty Senate, Alan Fox, introduced Dean John Pelesko who made a power point presentation highlighting four main topics: 1) teaching arrangements for the spring 2021 semester, 2) discussion/recap of the FY21 budget for the CAS, 3) planning for the FY22 CAS budget and 4) an update on the reorganization of staff across the CAS.

Dean Pelesko's presentation may be found on slides below:

John Morgan noted that a discussion in the University Budget Committee emphasized the importance of encouraging students to return to campus in spring 2021, and one way of accomplishing this would be to offer more in-person classes. Of course, faculty would offer face-to-face classes only on a voluntary basis. Dean Pelesko concurred with this comment.

Alan Fox then presented the consent agenda (approval of new courses, etc.) and the CAS faculty senate approved it. There were questions from Senators Peter Feng and Jennifer Lobasz regarding Women's Studies, but these dealt with the nomenclature of the program and course titles and not with the substance of any of the course offerings.

John Morgan presented a motion to change the by-laws of the CAS Faculty Senate regarding how to permit discussion of opposing opinions in senate meetings within certain time limits similar to those in *Robert's Rules of Order*. The Senate approved this by a vote of 24 to 4.

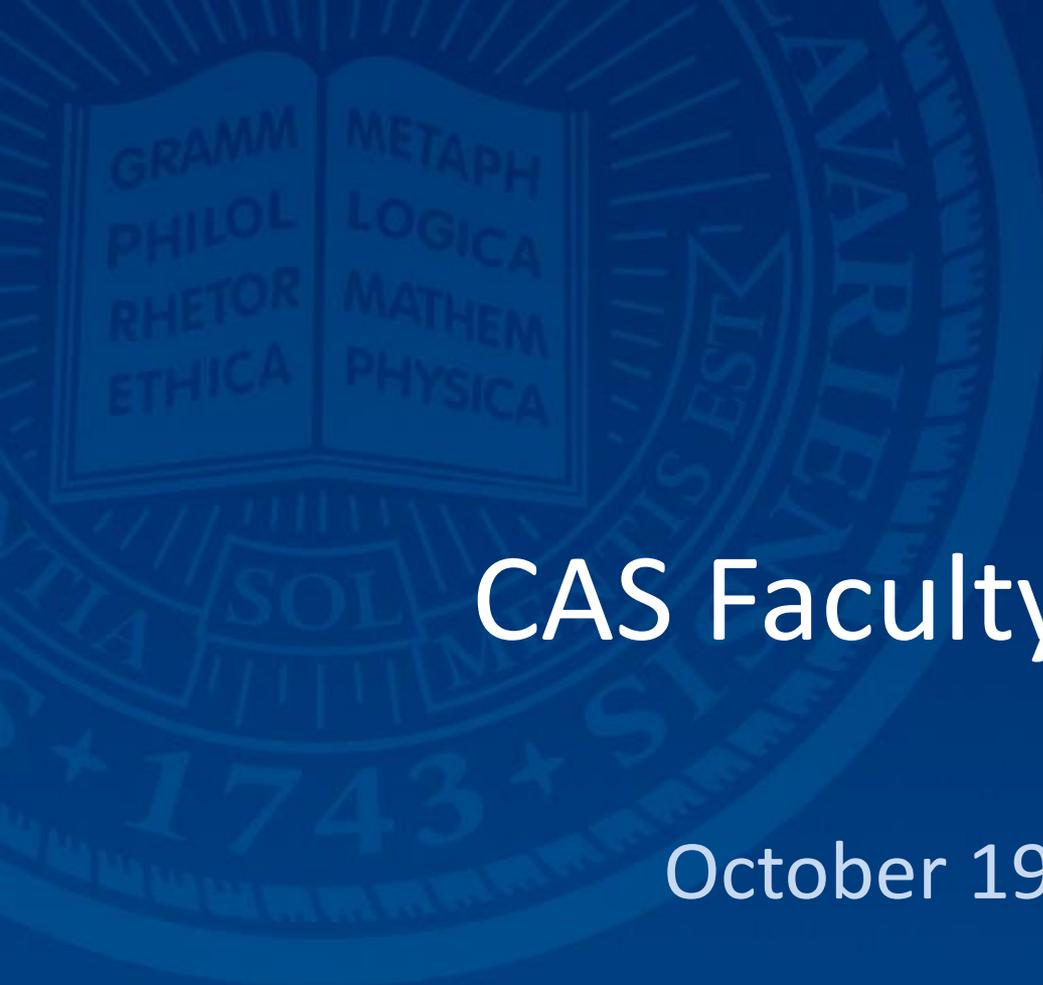
Beth Morling presented a thoroughly researched document that she co-authored with Alenka Hlousek-Radojicic relating to the promotion of Continuing Track (CT) faculty in the CAS. The three major items addressed were: 1) workloads, 2) voting privileges within departments and 3) external requirements for P&T of CT faculty in departments within the CAS. This document should be submitted to the CAS P&T Committee for further examination.

Here is a link to Beth Morling's document:

<https://www.dropbox.com/s/2rfceo10e572su1/CAS%20Committee%20on%20Promotion%20and%20Tenure%20Documents%20CT%20faculty%20%20%281%29.docx?dl=0>

John Morgan noted the need for another representative from the faculty to serve on the University COCAN.

There was no further new business and Alan Fox adjourned the meeting.

The background features a large, semi-transparent watermark of the University of Delaware seal. The seal is circular and contains an open book with Latin text on its pages: 'GRAMM PHILOL RHETOR ETHICA' on the left and 'METAPH LOGICA MATHEM PHYSICA' on the right. Below the book, the year '1743' is visible. The outer ring of the seal contains the text 'UNIVERSITY OF DELAWARE' and 'SIGILLUM UNIVERSITATIS DELAWARENSIS'.

# CAS Faculty Senate

October 19, 2020

# Agenda

- Spring semester updates
- Update on FY21 budget
- Planning for FY22
- Update on staffing reorganization across CAS

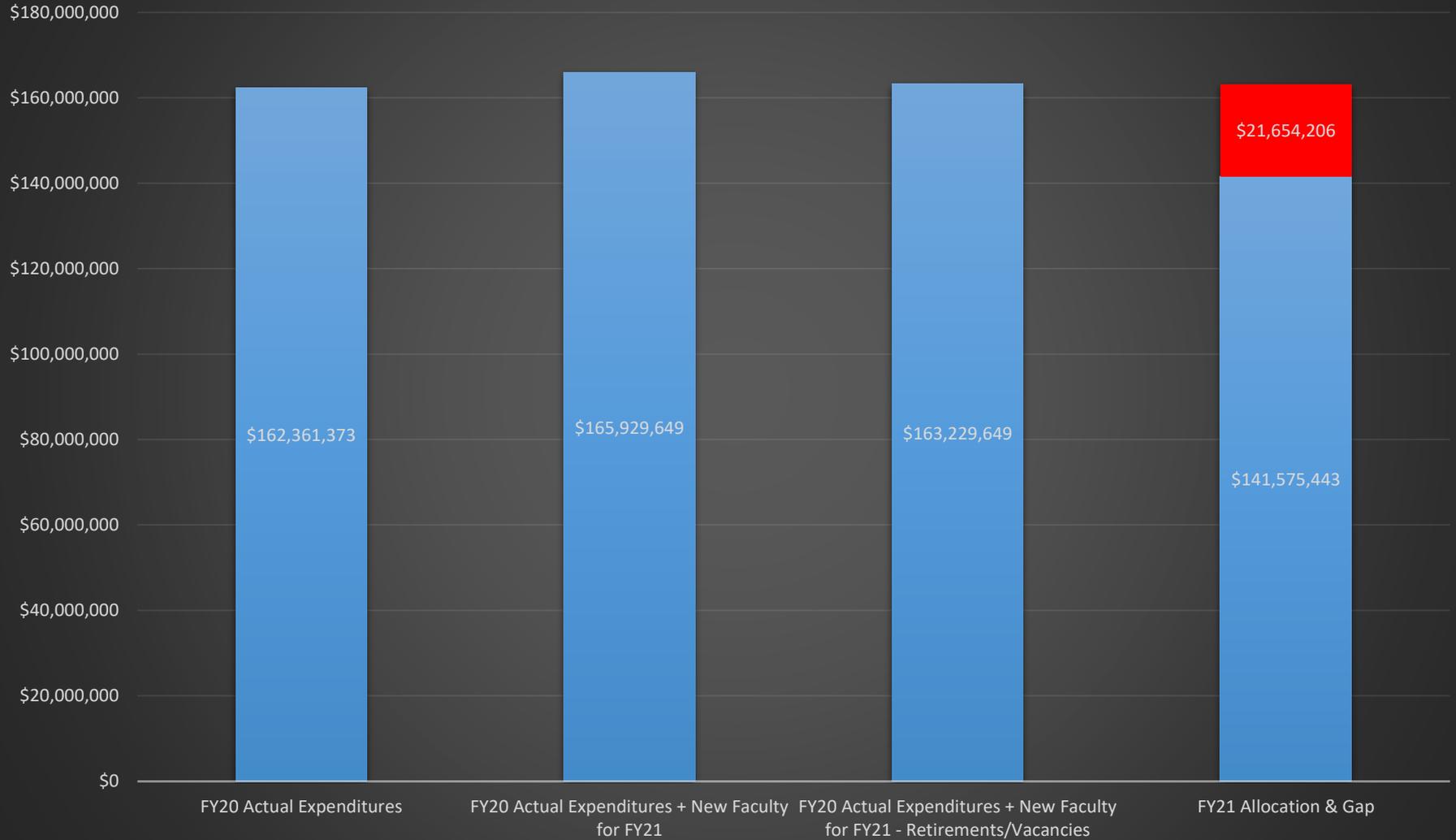
# Spring Semester Updates

- Course schedules due 10/15, but able to change in-person/online up till 10/22
- Allowing more in-person as desired/appropriate
- Minimize changes from in-person to online, vice-versa
- Will be expanded student presence on campus, ~4000 in residence halls

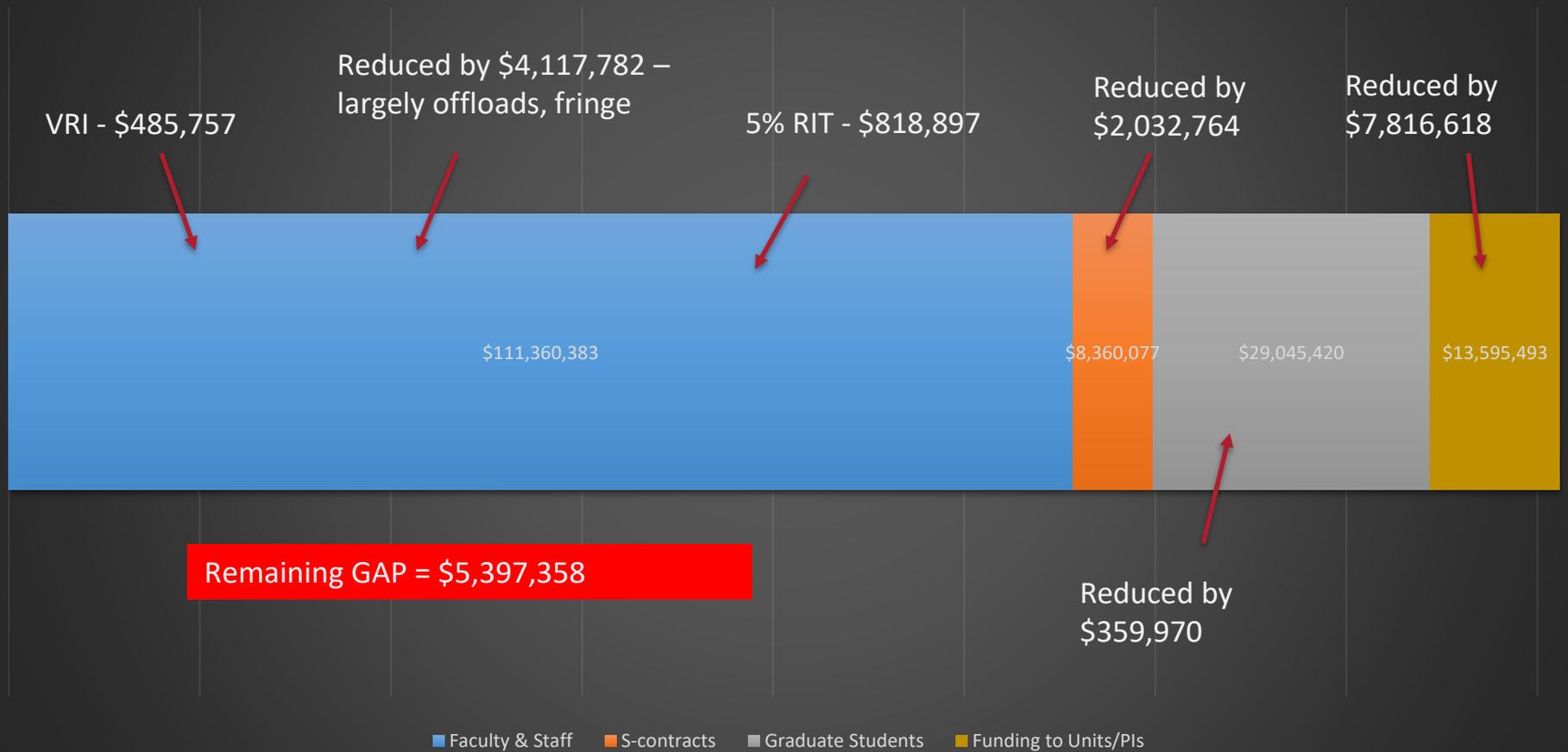
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- Spring semester updates
- **Update on FY21 budget**
- Planning for FY22
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## College of Arts and Sciences Budget Allocation



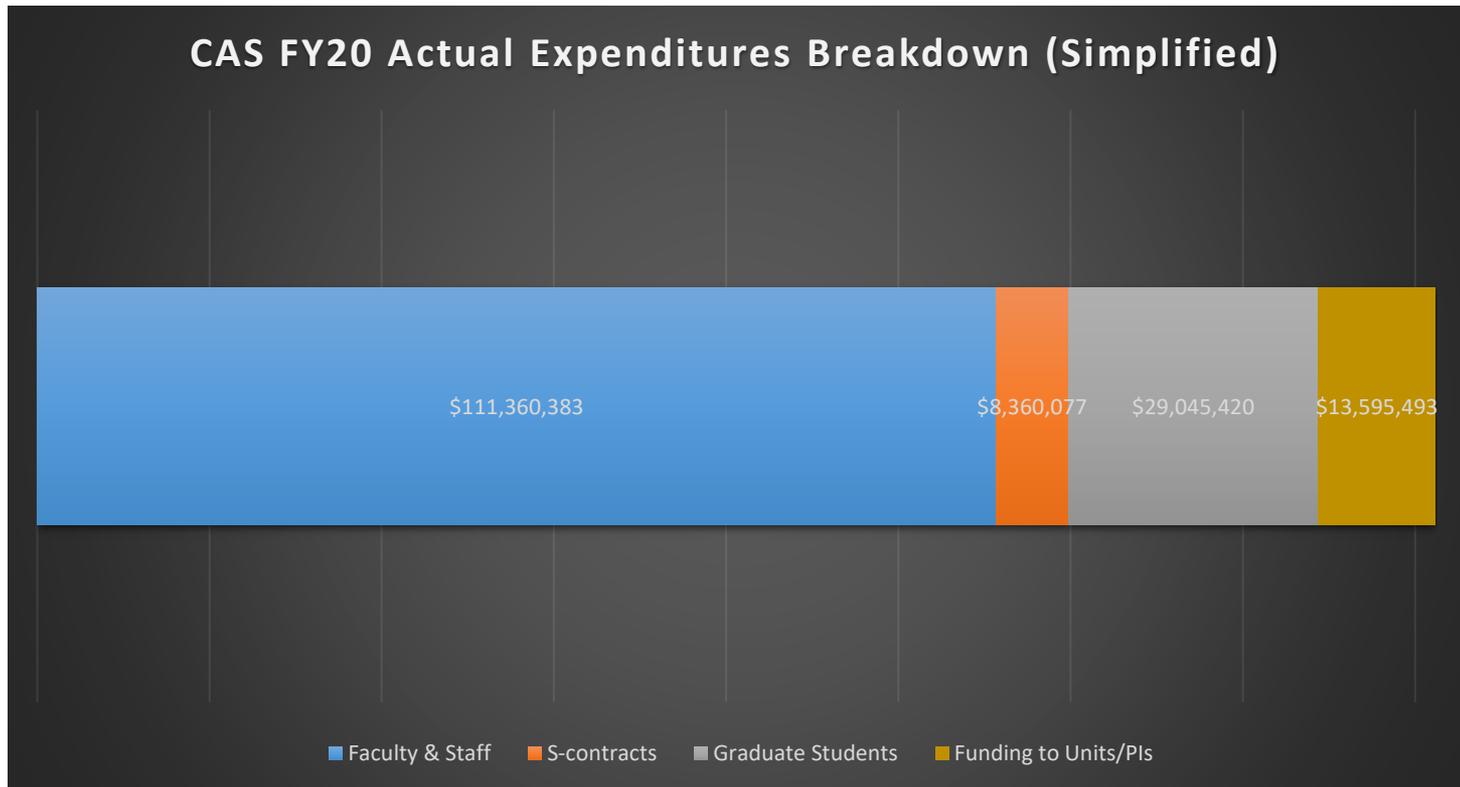
### CAS FY20 Actual Expenditures Breakdown (Simplified)



# Agenda

- Spring semester updates
- Update on FY21 budget
- **Planning for FY22**
- Update on staffing reorganization across CAS

# FY22 Budget Planning Guidance



*Plan with the expectation that FY22 looks just like FY21.*

# Align FY22 Requests with Strategy

**Invest in our students**

**Plan FY22 budget requests with a focus on maintaining the quality of the student experience and essential operations.**

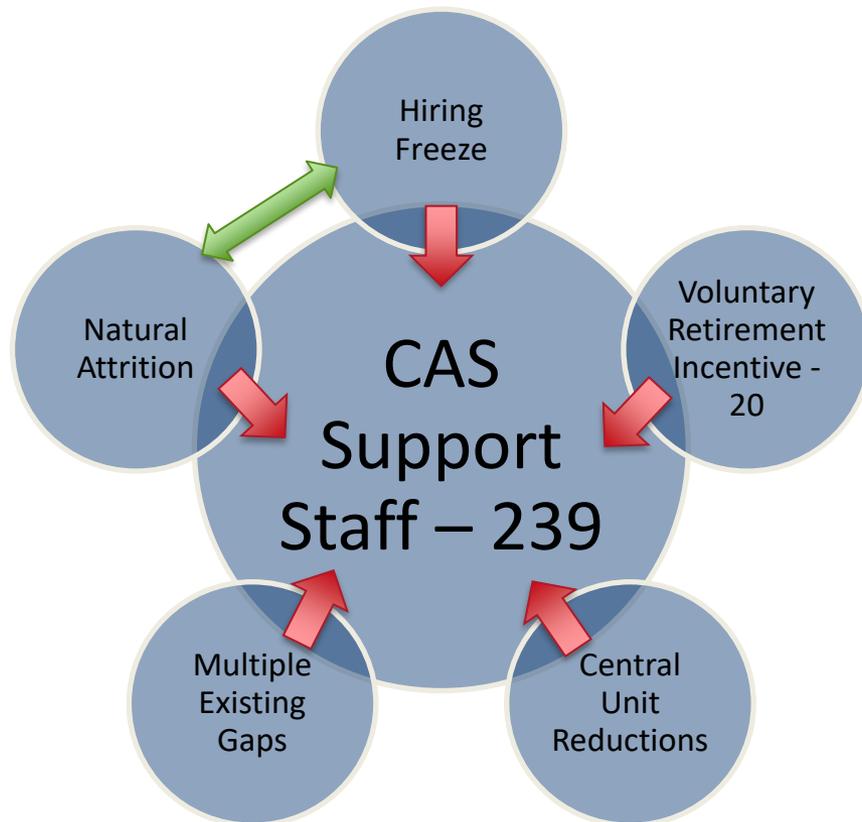
# FY22 Planning

- Examine enrollment numbers in our majors, adjust course offerings accordingly
- Plan for the 6/10 rule to continue to be enforced
- Evaluate graduate programs and student support
- New opportunities, ideas overall expense reduction

# Agenda

- Spring semester updates
- Update on FY21 budget
- Planning for FY22
- **Update on staffing reorganization across CAS**

# CAS Staffing Pressures



- Voluntary retirements take place six weeks sooner than anticipated (11/14/20)
- Seven BAs are eligible for the retirement incentive, currently down ~~2~~ 4 BAs now
- Eligible staff of all type, admins, **IT**, communications, advisors, 16 of our 24 departments
- Will be operating with a reduced staffing level for multiple years

Some current gaps – sponsored program coordinators, business administrators, administrative assistants, academic support coordinators, communications staff

# Staffing Planning

- September 28 – October 2, Individual chair & BA meetings
- October 4-8, Portfolio Meetings, Groups of BAs
- October 7, CAS Senate Executive Committee
- October 13, ASKUS Meeting
- October 15, Directors Meeting
- October 16, Transition Team first meeting
- October 19, CAS Senate Meeting
- October 22, Staff Town Hall

# Transition Team

## Team Members

Ed Nowak (PHYS)

Kami Silk (COMM)

Patricia Sloane-White (WOMS)

Sandy Isenstadt (ARTH)

Greg Shelnutz (ARTD)

Kaylee Olney (ENGL)

Jackie Wilson (THEA)

Stephanie Solomon (CHEM)

David Wilson (AD)

Kim Clark (COS)

Alison Yerger (SBO)

The **Transition Team** will provide guidance, feedback, and advice as we move to a shared services model.

**Phase One** – Establish phased rollout plan, analyze data and metrics to guide the allocation of staff resources across the college.

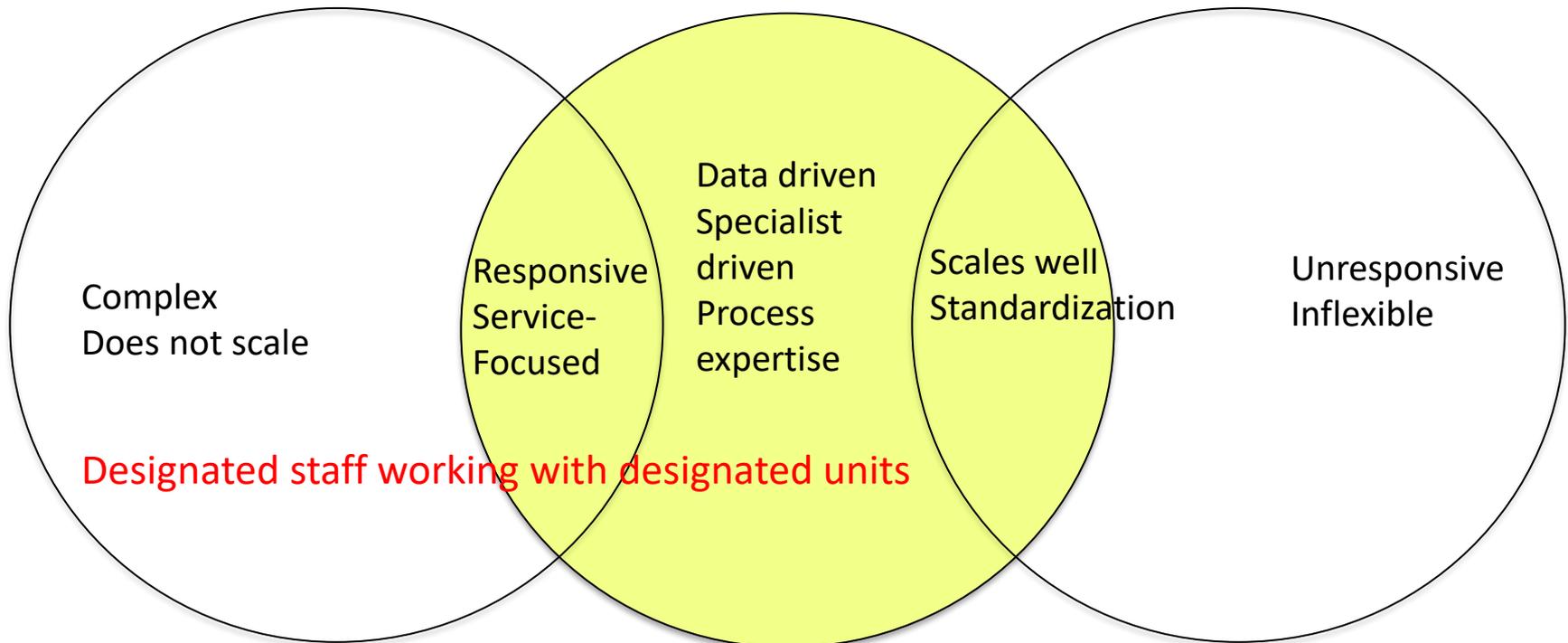
**Phase Two** – Help construct shared services teams, meeting with each team lead, developing shared services guidelines.

**Phase Three** – Serve as key conduit for feedback to refine and improve the model.

Decentralized Model

Shared Services Model

Centralized Model



Complex  
Does not scale

Responsive  
Service-  
Focused

Data driven  
Specialist  
driven  
Process  
expertise

Scales well  
Standardization

Unresponsive  
Inflexible

Designated staff working with designated units

# Q&A