

CHEP Council Meeting Minutes
September 14, 2004
207 Willard Hall
12:30 to 1:50 PM

Present: Susan Coakley, James Morrison, Laura Daugherty, Janice Barlow, Kim Yackoski, Kristine Ritz, Michael Ferrari, John Vacca, Jonathan Justice, Christina Johnson, Alice Daugherty, Tim Barnekov, Tim Miller.

Absent: Robert Taggart, Marika Ginsburg-Block, Brian Miller, Ed Freel, Leslie Cooksy, Raheemah Jabbar-Bey, Jean Marie St. Claire-Christman.

To be recruited, or not yet designated: three representatives from EDUC, one representative from Professional Staff, one or two undergraduate students, chairs of College Committees: Faculty Promotion and Tenure Committee, Undergraduate Curriculum Committee, Graduate Curriculum Committee.

I. The meeting was called to order at 12:35.

Introductions were made, and all were welcomed by the Chair, Susan Coakley.

II. Chair's report. Coakley reported that the Council had spent a great deal of time and effort last year ascertaining the procedures and mission of the College Council. The Council is to:

-Provide two-way communication from the Dean's Office to the faculty of the different departments, and from the units to the Dean's Office.

-Provide a forum for college-wide issues which the Council elects to take up.

-Provide some oversight for College Committees

Coakley also noted that the Council is required to meet only twice each semester, not monthly as has been customary in the recent past. Members agreed to forego monthly meetings unless critical issues arise. In months when the full Council doesn't meet, the Executive Committee will meet to take care of any needed business.

III. Dean's Report

Dean Barnekov reiterated the mission of the Council: open communication between the Dean and the faculties and staff of the College. As in the last year, he will be present for part of each meeting, to share his ideas and plans with us, as well as to answer any questions or issues we might wish to raise.

A. State of the College In the Spring of 2004, the College had 2100 undergraduate students and 860 graduate students, 382 of the latter full-time. In the Fall of 2004, CHEP has 157 faculty, 140 professional staff, and 87 salaried staff. The College is growing, with 15 searches starting or ongoing among faculty, 7 searches among professional staff, and 2 among salaried staff.

B. Tim Miller reported that the College is in good shape financially, with a budget of around \$37 million, only \$14.5 million of which is "basic budget," funded by University funding. Under this basic funding, the College has saved \$240,000 in the past years, to be used for special expenses or saved for emergencies. Under the College's outside funding, the CHEP has saved \$179,000 in 2004 by exceeding University benchmarks of efficiency in administering outside funds. These two reserves show that the College is in good fiscal health at this time.

- C. Barnekov announced several upcoming events this fall:
- the Darden Bistro is now open, a wine and tapas bar;
 - The Grand Opening of the Early Learning Center October 19;
 - Opening of the new hotel November 21;
 - CHEP holiday party December 10.

D. Dean's priorities:

1. Open the ELC and build relationships all around the university
2. Move the undergraduate Leadership Program to the School of Urban Affairs and create the department of Apparel Design and Fashion Merchandizing
3. Integrate the HRM curriculum with the new hotel
4. Renovate the maintenance building on Academy Rd. to hold three centers for educators, in order to begin a gradual shifting of CHEP departments and offices.
5. Promote diversity among the College's faculty, staff and student body. Last year we saw some results from collaboration with the Urban League of Wilmington. This year the plan is to find ways to recruit in Philadelphia. The Dean asked for any ideas from the various units to promote student diversity, especially with connections in Philadelphia.

IV. Old Business

James Morrison volunteered and was accepted as Vice-Chair and Chair-Elect. Raheemah Jabbar-Bey, who had previously volunteered to serve as Chair of the College Committee on Committees and Nominations, was also accepted. Morrison and Jabbar-Bey will serve with Coakley on the Executive Committee.

Undergraduate representatives have been recruited to serve on the Council. Three have shown interest and proved available and qualified. Coakley moved, Morrison seconded, and the Council approved the acceptance of two students to serve on the Council, and one to serve on the Committee on Undergraduate Curriculum.

Concerns were raised about how the standing committees can get started in the fall, when they are all new members and don't yet have a chair. Coakley volunteered to email the Dean to have the committee members get together to have a first meeting and elect a chair. Upon learning who the chairs are, Coakley will email them and issue an invitation to attend Council meetings, as well as a reminder to post minutes on the website.

There was no new business. James Morrison moved to adjourn the meeting; Jonathan Justice seconded. The meeting was adjourned at 1:55 pm.

The next meeting will be on October 12, 12:30-1:50 pm, in 207 Willard Hall.

(If there is no important business at that time, the full Council will not meet. Members will receive an email canceling the full meeting; the Executive Committee will meet instead.)

Respectfully submitted,
Susan Coakley
September 20, 2004