

**From:** [Beeson, Karen](#)  
**To:** [Armstrong, Christine](#); [Behrens, Susan](#); [Biddle, Deborah](#); [Buckley, Nicole](#); [Chavis, Janna](#); [Clark, Kimberly](#); [Delaney, Cindy](#); [Duggan, Richard](#); [Erickson, Chris](#); [Gallagher, Christopher](#); [Jentsch, Tracy](#); [Jones, Cheri](#); [Lopez, Ariadne](#); [Magner, Linda](#); [Olney, Kaylee](#); [Poole, Tammy](#); [Reimer, Kimberly](#); [Rybicki, Jeffrey](#); [Rybicki, Marsha](#); [Schmidt, Laura](#); [Smith, Dee](#); [Smith, Tamara](#); [Tobias, Douglas](#); [Viera, Juan](#); [Wilson, Jacqueline](#); [Yerger, Alison](#); [Burns, Eileen](#); [Burns, Jan](#); [Doucette, Kimberly](#); [Edmanson, Laura](#); [Graci, Jane](#); [Parman, Traci](#); [Pawlowski, Laura](#); [Arnold, Deborah](#); [Brinley, Patricia](#); [Bowman Doroba, Stephanie](#); [Lee, Lynette](#); [McDermitt, Charlotte](#); [Melascaglia, Geraldine](#); [Quinn, Nicole](#); [Reeser, Susan](#); [Beeson, Karen](#); [Wellington, Caroline](#); [Wenner, Sandra](#)  
**Subject:** ASKUS Updates  
**Date:** Friday, September 20, 2019 3:15:09 PM

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## Welcome

- Please join us in welcoming Coleen Popp, our new CAS Events Manager. Coleen has over 20 years of event management experience with the Philadelphia Convention and Visitors Bureau and the National Down Syndrome Congress. Her office is located at 164 S. College Avenue.

## Finance & Analytics team has a new name

- The Finance & Analytics team is changing its name to **College Planning & Operations** to better represent all of the functions performed by our department. Over the next few weeks we will be updating our name wherever it appears throughout the university.

## Financial Analyst Portfolios

- Each department has been assigned a Financial Analyst who will manage their budget at the college level:
  - Arts and Natural Sciences – Chris Gallagher, [chrisgal@udel.edu](mailto:chrisgal@udel.edu) x6828
  - Humanities – Nicole Buckley, [nbuckley@udel.edu](mailto:nbuckley@udel.edu), x6984
  - Social Sciences – Karen Beeson, [kabeeson@udel.edu](mailto:kabeeson@udel.edu), x2352
- Please make your designated Financial Analyst your first point of contact for all budget and operations questions.

## Communications Requests

- The Communications Team would like to remind everyone to use the CAS Communications [form](#) for all communications requests (flyers, newsletters, story ideas, etc.).
- If you have changes to your website that you are unable to take care of using your own resources, please submit a request through the [web request form](#).
- For all IT issues related to the website, reach out to CAS IT.
- If you have any communications issues that cannot be resolved by using these forms, please reach out to Kajsa Haracz, Communications Manager, [kharacz@udel.edu](mailto:kharacz@udel.edu), x2144.

## Dean's Email

- Dean Pelesko's email address is [pelesko@udel.edu](mailto:pelesko@udel.edu). Dean Pelesko's son, also named John Pelesko, is now a UD student and has a similar email address. Please

make sure you choose the correct John Pelesko when communicating with the Dean!

## Focus Groups

- Focus groups have been formed to address changes and updates in the following areas:
  - UD Time
  - Effort
  - Budgeting
  - E-Procurement
  - Facilities Management System
  
- CAS representatives have been identified to represent our departments and meet with these groups.

## Webform Training

Did you know that there are lots of features in webforms that can save you time and effort? Whether or not you are new to UD, the web form training is worth the 13 minutes to view:

[Using the UD Web Form System.](#)

## Reminder

- The next ASKUS meeting is next Wednesday, September 25<sup>th</sup>, from 9 -11 am in the Perkins Ewing Room. Dean Pelesko will be the first speaker and we will also have a guest speaker from Procurement, Scott Stewart.