

**College of Arts & Letters**  
**University of Notre Dame**  
**Staff Administration Meeting Minutes**  
**Thursday, Sept. 24, 2015**

**Offices Represented:** Africana Studies; Anthropology; Art, Art History, and Design; Arts and Letters Computing; Center for Children and Families; Center for Ethics and Culture; Center for Philosophy of Religion; Center for the Study of Languages and Cultures; Classics; College Seminar; Constitutional Studies; Creative Writing Program; Cushwa; Design, Copy, and Logistic Services; East Asian Languages and Cultures; Economics; English; Film, Television, and Theatre; Gender Studies; Glynn Honors Program; Hesburgh Program; History; Institute for Latino Studies; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Maritain Center; Medieval Institute; Music; Office of Communications; Ph.D. in Literature; Philosophy; Political Science; Program of Liberal Studies; Psychology; Review of Politics; Romance Languages and Literatures; Rooney Center; Sacred Music; Shakespeare at Notre Dame; and Sociology

**Offices Not Represented:** American Studies, Computing and Digital Technologies, German and Russian Languages and Literatures, Journal of Formal Logic, Reilly Center, Theology, and Undergraduate Dean's Office

**1. Welcome – Rob Becht**

Rob introduced the new staff in the College of Arts and Letters:

- Kathleen Kuka, Associate Director, Lab Economic Opportunities
- Karla Bellinger, Associate Director, John S. Marten Program
- Joachim Castellano, Technology and Administrative Program Manager, Center for the Studies of Languages and Cultures
- Lauren Anderson, Staff Assistant, Romance Languages and Literatures
- Andrea Lafnitzegger, Project Manager, Psychology
- Ann Karwoski, Administrative Coordinator, Film, Television, and Theatre
- Jiwon Min, Research Assistant, Psychology
- Jessica Nickrand, Assistant Director of Research, Reilly Center
- Jane Kraemer Project Assistant, Glynn Family Honors Program
- Brendan Whitney, Program Coordinator, Psychology
- Claudia Anewalt, Washington/Hesburgh Program Manager, Political Science
- Peter Hlabse, Administrative Coordinator, Cushwa Center
- Brendan Perry, Research Assistant, Economics
- Kim Gaughan, Senior Administrative Assistant, Dean's Office
- Christine Trail, Administrative Assistant, Sacred Music
- Nancy Bikowski, Administrative Assistant, German and Russian Languages and Literatures
- Megan Sheraton, Grant Program Manager, Office of Research
- Lori Doll, Grant Program Manager, Office of Research
- Sandra Garcia, Human Resources Consultant, replaced Lori Maurer

Rob said the theme he wants us to emphasize this academic year is “Be kind to others.” This is keeping in line with Pope Francis.

## **2. ALCO – Dave Mastic**

- Leased Xerox copiers will be replaced with Cannon copiers with like for like feature sets. The deliveries are currently being scheduled. A few days before the install occurs, the Canon copier will arrive, a couple of days later, on the day of the transition, Canon will come to install their copier and push the Xerox copier off to the side. Xerox will pick their unit up within the next few days. Our IT people will make sure you can print to your new copier.
- There are three locations in O’Shaughnessy Hall that have updated video conferencing equipment, 339, 200 (History), and 100 (Dean’s Suite). Each room has a binder with step-by-step instructions. It is suggested that you practice in the room a few days before your event. Skype software configuration is unique by account and computer, so even if you have a Skype account configured on another computer you still need to set it up in the room you will be working in.
- A small number of old CWP funded computers were reclaimed, upgraded from 4GB to 8GB of memory and reimaged with our current software image. These systems are being allocated throughout the College, typically for student worker systems or other unfunded computing needs.

## **3. SAS (Staff Advisory Support)- Darlene Nowakowski**

- An architectural tour of downtown South Bend will take place during Fall Break on Wednesday, October 21<sup>st</sup>, at 9:30 a.m., meet at Chicory Café. If you show your Notre Dame ID the bus is free, otherwise the cost is \$1. To ride the TRANSPO bus downtown, you need Route 7 and it picks up at the ND Library location.
- October 14<sup>th</sup> is the next scheduled SAS meeting, in 119 O’Shaughnessy.
- Current SAS members are: Maribel Rodriguez, *Vice President*; Laurie Mastic, *Secretary*; Eileen Barany, *Media Officer*; Rhonda Singleton; Marie Revak, Terri Sweeney, and Kelli Brown

## **4. Best Practices – Lynn McCormack**

Lynn shared information she compiled to assist her faculty and graduate students with setting up their TravelND profiles. Lynn sent 2 PDF documents to everyone yesterday via email (one faculty/staff and one grad students). Additionally, the faculty/staff document speaks about the Travel Card and the grad student document informs students about the “Student Business Travel Certification Form.” If you want these in Word documents, enabling you to make adjustments to fit your department, let her know and she will send you copies.

## **5. Space – Matthew Fulcher**

Matthew mentioned the renovations that occurred over the summer:

- The Dean’s Office had three areas renovated.
  - ADA adjustments in the reception area and aesthetics.
  - 100 conference room needed an upgrade with the technology and aesthetics.

- Hallway changes to reflect a better flow between the Great Hall and the Dean's Suite.
- Gender Studies suite was renovated.
- Romance Languages and Literatures was renovated.
- The AV equipment in 339 O'Shaughnessy conference room was updated.
- Kathy Knoll coordinated several faculty members into Decio office space.
- Crossroads Update:  
Arts and Letters will be vacating 6 buildings when the Crossroads project is completed: Reyniers, Crowley, Paris House, Haggar, Brownson, and Flanner.
- The search for the tapestries in the Great Hall began when an old photo was found. They were recovered from the basement of the Snite Museum and an artist was found in Indianapolis who could repair them. The tapestry hanging over the arch doorway is Mercury, 17<sup>th</sup> century Belgium tapestry, probably around 400 years old. The other is Diana/Artemis, 18<sup>th</sup> century French tapestry. Both are of Roman and Greek mythology.

## 6. Office of Communication – Kate Garry

Kate needs to know who is managing the social media accounts for departments, centers, and institutes. Please email Kate, [kategarry@nd.edu](mailto:kategarry@nd.edu), if you are the person for Twitter or Facebook, so she can add you to a current list. If you have a departmental or program social media account and haven't posted to it in over a year, you should consider closing the account.

## 7. Miscellaneous – Mo Marnocha

- You can now create an additional record for a faculty member in the database if one is being hired as a non-regular in your department. In the past, the system would not allow you to create another record if the faculty member had an appointment in another department. This change will allow you to upload the new hire paperwork in the document library.
- We are putting together a grad student database to enable us to track our grad students. More to come.
- Regarding Interfolio searches, please know that you may opt to not request letters of recommendation when you open the search and are working on a long list. You may consider, if conducive for your search, that letters would be requested from only those on the short list. You can make this change by editing the internal notes re: the required documents.
- Our Book Club's book this semester is, *It's the Pictures that Got Small*, by Christine Becker, from Film, Television, and Theatre. An email will be sent to everyone; please reply to Linda Brady, she will order the books according to the responses.
- Breast Cancer Fund Raiser: Last year we raised \$11,416 and over the last 15 years the total was \$117,541. All the monies raised stay in St. Joseph County to help pay for mammograms and dialogistic mammograms. Please think of creative ways to make this year's fund raiser a success.

**The Meeting Adjourned at 10:00 a.m.**

**Next Meeting is November 2, 2015**

**Annenburgh Auditorium (Lower Level of the Snite)**