

**College of Arts & Letters
University of Notre Dame**

**Staff Administration Meeting Minutes
Thursday, April 22, 2010**

Departments Represented: Africana Studies; American Studies; Anthropology; Art, Art History, and Design; Arts and Letters Computing; Center for Creative Computing; Center for the Study of Religion and Society; Classics; College Seminar; Computer Applications Program; Creative Writing Program; Cushwa; Data Management Center (PSY); Design, Copy, and Logistics (Decio); Design, Copy, and Logistics (Flanner); Design, Copy, and Logistics (O'Shag); East Asian Languages and Cultures; Economics and Econometrics; English; Film, Television, and Theatre; German and Russian Languages and Literatures; Hesburgh Program, History; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Maritain Center; Medieval Institute; Music; Office of Communications; PhD in Literature; Philosophy; Political Science; Program of Liberal Studies; Psychology; Review of Politics; Romance Languages and Literatures; Shakespeare at Notre Dame; Sociology; and Theology

Departments Not Represented: Center for Ethics and Culture, Center for Philosophy of Religion, Center for the Study of Languages and Cultures, Economics and Policy Studies, Faculty Services (Decio), Gender Studies, Glynn Honors Program, Journal of Formal Logic, Reilly Center, Social Science Infrastructure Support, Undergraduate Dean's Office, and University Writing Program

1. Welcome – Rob Becht

- Rob welcomed Joanna Basile, who is new in the Office of Communications.
- The Staff Appreciation Event will be on Thursday, May 20th, in the courtyard between the Snite Museum and O'Shaughnessy Hall. The rain location will be the Great Hall of O'Shaughnessy. Invitations will follow.
- The Town Hall Meeting with John Affleck-Graves is tomorrow, Friday, April 23rd. The main topic will be ND Renew and new staffing structures.
- Rob thanked everyone who volunteered to help with our College's inaugural Graduation Diploma Ceremony. An organizational meeting for the volunteers is next Thursday, April 29th, 8:15-9:15a.m., in 119 O'Shaughnessy Hall.
- Rob reminded us about the annual Inside/Outside Awards to be given at the Staff Appreciation Event, an email will be sent with a link to the format for your nominations.

2. ALCO – Sharon Szucs

- Sharon explained the mishap regarding McAfee Virus Scan that occurred yesterday. If your computer was affected, an on-site visit by an IT support technician will be necessary to make the repairs. You need to contact OIT helpdesk to be added to the list for assistance.

3. Office of Communications – Marie Blakey

- The department brochures will be updated soon, thanks to a donor who will fund this project.

- Marie announced the new websites that are to be launched during the Summer or Fall of 2010.

4. DCL – Linda Lange

- Out-going mailboxes in O'Shaughnessy now have a flap over the openings.
- DCL has a new Xerox production copier.
- Linda displayed samples of certificates with borders. The cost for the certificate (including printing) is .65 and the jacket's cost is \$3.
- Linda also displayed samples of invitations. The cost is .75 (including printing and envelop).
- Summer 2010 course packets need to be submitted soon.
- Decio copy center will close May 21st.
- Cheryl Reed's office, 232 Decio, will be the drop-off location for out-going mail and orders in Decio Hall.
- DCL's office in 301 O'Shaughnessy, will be closed June 2nd from 9:00a.m.-1:00p.m.

5. SAS Update – Kevin Wangler

- The "games and lunch" event was not well attended.
- The tour of Innovation Park during Spring Break was a success.
- Kevin listed staff concerns that he discussed with the Dean's Office.
- SAS self-nominations are due by May 3rd.

6. Open Forum

Rob opened the floor for discussion. Several questions and concerns were addressed regarding the new Xerox copiers, shorter summer work hours, staff individual rights to make upgrades on their computers, performance reviews, and the expense of faculty recruiting. Yesterday and today, green envelopes are being delivered to department chairs and programs directors with confidential budget information. Regarding summer session: Mo said that she will calculate the summer session salaries if you are not privy to a particular faculty members pay. If you have someone teaching summer session that is not in the College you will have to call their supervisor and request the salary from him/her. Cindy reminded us that Promotion and Tenure decisions will be released by the Provost Office on May 3rd.

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