

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

**Staff Administration Meeting Minutes
Thursday, September 23, 2010**

Departments Represented: Africana Studies; American Studies; Anthropology; Art, Art History, and Design; Arts and Letters Computing; Center for Ethics and Culture; Center for Philosophy of Religion; 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; East Asian Languages and Cultures; Economics; English; Faculty Services (Decio); Faculty Services (Flanner); Film, Television, and Theatre; Gender Studies; German Languages and Literatures; Glynn Honors Program; Hesburgh Program; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Maritain Center; Medieval Institute; Music; Office of Communications; PhD in Literature; Philosophy; Program of Liberal Studies; Psychology; Reilly Center; Romance Languages and Literatures; Sociology; Theology; Undergraduate Dean's Office; University Writing Program

Departments Not Represented: Center for Creative Computing; Center for the Study of Languages and Cultures; History; Journal of Formal Logic; Political Science; Review of Politics; Rooney Center; Shakespeare at Notre Dame; and Social Science Infrastructure Support

1. Welcome – Rob Becht

- Rob asked for a moment of silence in remembrance of Jane Zusman who passed away on 9/14/10.
- Procurement Services will schedule a demonstration of the new online travel planning and travel expense reimbursement system. This will go live at the end of this year. Information will follow.
- Rob introduced Scott Kachmarik who is part of the University Rotation Program. Scott is currently in the Dean's Office and will be working on space planning projects.

- New Hires:

- Social Sciences*

- Danielle Kish-Sociology-Office Coordinator (part-time Soc and part-time Joan Aldous)

- Becky Overmyer-Sociology-Administrative Assistant (replaced Pat Kipker)

- Jessica Hamar-Sociology-Project Manager (Center for Study of Religion and Society)

- Courtney Boise-Psychology-Project Director (E. Mark Cummings grant)

- Rebecca Etkin-Psychology-Project Assistant (E. Mark Cummings grant)

- Eileen Barany-Psychology-Staff Assistant

- Laura Gumbiner-Psychology-Research Project Associate (Lee Anna Clark grant)

- Dan Hubert-Political Science (Rooney Center)-Program Assistant

- Humanities*

- Lauren Fox-Theology-Administrative Assistant (replaced Dorothy Anderson)

- Judy Benchaar-University Writing Program-Staff Assistant (replaced Becky Overmyer)

- Centers*

- Jay Malone-Reilly Center (History of Science Society)-Executive Director

- Greg Macklem- Reilly Center (History of Science Society)-Society Associate

- Angela Pfister- Center for Ethics and Culture-Assistant Director

- Greer Hannan-Center for Ethics and Culture-Event Planning Coordinator

- Andrea Behalova-Center for the Study of Languages and Cultures-Associate Program Director

- Dean's Office*

- Sue Robertson-Undergraduate Dean's Office-Staff Assistant (replaced Kristine Piazzoni)

- Kate Cohorst-Office of Communications-Writer/Editor (replaced Ted Fox)

- Mike Weiler- Office of Communications-Web Editor (replaced Josh Stowe)

- ALCO*

- Matt Willmore-IT Support Engineer (replaced Scott Russell)

- Steve Bohlson-IT Support (Flanner Hall)

2. Office of Communication – Marie Blakey

- Marie gave a list of departments and centers that recently had new websites launched.

- The department brochures have been redesigned. They will now be a single card with major information and directing students to the department's website.
- Marie mentioned the Holy Cross Harvest Food Drive and is looking for anyone interested in participating.

3. SAS – Jessica Monokroussos

- A potluck is scheduled for Wednesday, 10/20/10, during Fall Break; sign-up sheets will be emailed out around October 1st.
- Arts and Letters staff annual workshop is being planned for Thursday, 1/6/11; Gregg Endicott will be this year's organizer. The Ballroom in the LaFortune Student Center will be this year's location. If you are interested in volunteering email Greg, gendicott@nd.edu.

4. ALCO – Dave Mastic

- New Xerox copiers are on the 2nd, 3rd, and 4th floors of Decio for faculty use. Faculty can use them to make copies but they are not yet configured for computer printing. Their faculty codes are now operational.
- When your current office printers reach end of life computer printing will be transitioned to the Xerox Multifunction devices.
- The computer replacement policy changed in 2008; it is now a four year replacement cycle.

5. DCL – Carol McIntyre

DCL is having an open house on Wednesday, 10/20/10, from 11:00 a.m. to 2:00 p.m., everyone is welcome and there will be prizes.

6. VOIP – Kate Rose

Kate highlighted some of the features and advantages of the new VOIP phones we will be receiving and explained why we are replacing them. Everyone should have their new phone this Fall and we will be able to use them fully in January.

7. Breast Cancer Fundraiser – Mo Marnocha and special guests

- Mary Heck, Executive Director from United Health Services, thanked everyone for helping people with receiving services for their breast health in our community. Mary introduced Kim Zabrowski who is the Breast Health Advocate and a seven year breast cancer survivor. Kim oversees a breast cancer support group for young women. Kim introduced Marie Mosgrove who is a recipient of our fundraising efforts and is currently fighting breast cancer. Marie thanked us and wanted us to know how much our fundraising is appreciated.
- Fundraising incentives for this year were mentioned and more information will follow.
- If you wear pink on Wednesdays during the month of October, you may wear jeans.

The Meeting Adjourned at 10:00 a.m.
Next Meeting is Wednesday, November 3, 2010
9:00 a.m.-10:00 a.m.
LOCATION TO BE DETERMINED