

**College of Arts & Letters  
University of Notre Dame  
Staff Administration Meeting Minutes  
Wednesday, 11/3/10**

**Offices Represented:** Africana Studies; Anthropology; Arts and Letters Computing; Center for Creative Computing; Center for Ethics and Culture; 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 Logistic Services; Economics; English; Film, Television, and Theatre; Gender Studies; German and Russian Languages and Literatures; 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; Psychology; Romance Languages and Literatures; Rooney Center; Review of Politics; Sociology; Theology; Undergraduate Dean's Office; and University Writing Program – Deans Office

**Offices Not Represented:** American Studies; Art, Art History, and Design; Center for Philosophy of Religion; Center for the Study of Languages and Cultures; East Asian Languages and Cultures; Glynn Honors Program; Hesburgh Program; Journal of Formal Logic; Program of Liberal Studies; Reilly Center; and Shakespeare at Notre Dame

**1. Welcome – Rob Becht**

- Susan Nugent is the new Senior Administrative Assistant in the Undergraduate Dean's Office, working for Associate Dean JoAnn DellaNeve and Joel Barrett is the new Director of Audience Development for Shakespeare at Notre Dame.
- Dates to remember: Reappointments for Spring should already be in the Dean's Office, Leave packets should already be in the Dean's Office, completed Promotion and Tenure packets are due November 29<sup>th</sup>, Notre Dame's Glee Club will perform at our *Carols and Cookies* event which will take place on December 2<sup>nd</sup> in the Great Hall of O'Shaughnessy, the Faculty meeting is scheduled for December 9<sup>th</sup> from 3:00 p.m. - 4:00 p.m. followed by our Annual Christmas Reception from 4:00 p.m. -5:30 p.m., in McKenna Hall Atrium, and the staff Christmas luncheon is scheduled for December 17<sup>th</sup> in the Great Hall of O'Shaughnessy.
- The Dean's Office service project at the Shelter for the Homeless will take place on December 3<sup>rd</sup>. The Homeless Shelter is requesting travel size toiletry items, so please help us out by contributing. Collection boxes will be placed throughout the College.
- All new non-exempt staff will be paid through the UltraTime payroll system.

**2. SAS – Jessica Monokroussos**

- The staff potluck that took place during Fall Break was enjoyable.
- An email will be sent requesting suggestions for a Spring Break activity.
- The workshop theme for this year is "The New You"; it will take place on January 6<sup>th</sup>, in LaFortune's ballroom. The morning session is 9:00 a.m. to noon, lunch at noon, and the afternoon session is 1:00 p.m. to 4:00 p.m. The next workshop committee meeting is November 11<sup>th</sup>.

**3. ALCO – Dave Mastic**

- There are 4 faculty members scheduled to start this spring semester with CWP equipment. If you are aware of activity in your department let Dave know ASAP.

- A wireless device event will take place on November 16<sup>th</sup>, from 1:00 p.m. to 5:00 p.m., in 131 Decio. All are invited to have their wireless phones secured. A Kindle will be raffled at this event.

#### **4. DCL – Tina Elkins**

A thank you was extended to everyone who attended DCL's open house during Fall Break.

#### **5. Office of Communications – Marie Blakey**

- The University has launched a new calendar system on the nd.edu website. If you are a frequent user of this system you were probably already trained to make event updates on your department's website. A contact list was compiled of contacts in each department, center, and institute within the College who need to be trained. This list will be sent out to the contacts for review; if you are not the correct person please let Marie know. Jennifer Laiber will make arrangements for several groups training sessions using the finalized list. If you do not have many events in your department, you do not need the training; you can just send your random events to Jennifer so that she may post them.
- An email went out this week regarding a new Conductor website that's available for \$300. Please do not use; the templates are University templates. If you have questions about where your department, center or institute is on the list of pending redesigns and technical upgrades, contact Marie.
- Marie is serving on a task force for the Digital Asset Strategy Committee. The task force is charged with gathering information about how people analyze how people use their digital assets—or how they wish they could use them—in their communications. Marie is meeting in focus groups with a few departments in the next week. If you want to share info, she will also send out a form you can use to share feedback.
- The Harvest Food Drive is currently taking place; containers are in O'Shaughnessy Hall through the month of November.

#### **6. Breast Cancer Fundraiser Wrap-up – Mo Marnocha**

- The winner of this year's fund raising is Team #1 (2<sup>nd</sup> Floor of O'Shaughnessy, Crowley Hall, Riley Hall, and ISLA), they raised \$3,072.67 and were commended for working as a team. In second place was Team #2 (3<sup>rd</sup> Floor of O'Shaughnessy, and the Performing Arts Building) they raised \$2,922.00. In third place was Team # 4 (Flanner Hall, Coleman/Morse, Decio Hall, and the Undergraduate Dean's Office), they raised \$2,235.00. In fourth place was Team #3 (Malloy Hall, Haggar Hall, HSS, and Medieval Institute), they raised \$2,095.00. This year's total is \$11,911.19 raised during the month of October.
- Winners' names were drawn for raffle tickets and door prizes.
- We will continue to sell the calendars; we'll try to sell them at basketball and volleyball games scheduled before December 31<sup>st</sup>.

**The Meeting Adjourned at 10:00 a.m.  
Next Meeting is Thursday, February 24, 2011  
9:00 a.m.-10:00 a.m.  
119 O'Shaughnessy Hall**