

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, 3/24/11**

Offices Represented: Africana Studies; Anthropology; Art, Art History, and Design; Arts and Letters Computing; Center for Creative Computing; Center for Philosophy of Religion; Center for the Study of Languages and Cultures; Center for the Study of Religion and Society; Classics; Computer Applications Program; Creative Writing Program; Cushwa; Data Management Center (PSY); Design, Copy, and Logistic Services; Economics; English; Faculty Service (Decio and Flanner); Film, Television, and Theatre; Gender Studies; German and Russian Languages and Literatures; Hesburgh Program; History; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Medieval Institute; Music; Office of Communications; Philosophy; Political Science; Program of Liberal Studies; Psychology; Romance Languages and Literatures; Shakespeare at Notre Dame; Theology; and Undergraduate Dean's Office

Offices Not Represented: American Studies, Center for Ethics and Culture, College Seminar, East Asian Languages and Cultures, Glynn Honors Program, Journal of Formal Logic, Maritain Center, Ph.D. in Literature, Reilly Center, Review of Politics, Rooney Center, Sociology, and University Writing Program

1. Welcome – Rob Becht

- Rob asked the volunteers for the Arts and Letters diploma ceremony to stay after the meeting for a quick update. If you are still interested in helping you may contact Rob, becht.1@nd.edu
- There is a document library attached to our FilemakerPro system. Please use this for your documents. "Think before you print"
- If you scheduled a meeting in 119 O'Shaughnessy or 131 Decio and you end up not using the room, please remember to delete it so that others may reserve the room. These two rooms are our largest rooms and they are in high demand.
- Mark your calendars for this year's Annual Staff Appreciation Luncheon scheduled for May 26th. It will take place in the Oak Room of the South Dining Hall. An invitation will follow.
- Matthew Fulcher is the new Facilities Administrator in the Dean's Office; he will handle all Arts and Letters space issues.

2. SAS – Angie Schumacher

- The SAS committee is looking for two more members; if you are interested please contact Jessica Monokroussos, monokroussos.2@nd.edu.
- Fr. Flanigan's tour of statues on campus was very informational and the weather was enjoyable.

3. ALCO – Dave Mastic

- Email maintenance is taking place to correct the problems that have been occurring. There are two ways in which you can help the situation: 1) Keep the total number of messages stored on the mail server to less than 5,000. Use local mailboxes as a means to manage this. Delete e-mail that

you no longer need. 2) Minimize the number of calendars you keep open all day. Each open calendar causes additional load on the server. The need for more capacity is being addressed.

- VOIP phones are being delivered. Dave recommends that you attend a demo session. More information can be found at myphone.nd.edu. If you have any messages in your current phone's mailbox either transcribe them or delete them because they will not carry over to the new phones. If you don't have all the phone lines on your phone that you requested, contact the help desk at 1-8111. When you get your phone immediately set up your voice mail, create a greeting message, change your pin, and make an on campus and off-campus test call. If your phone number is not in the upper right hand corner of the screen call the help desk.
- April 25th is the due date for informing Dave of your incoming faculty and visitors by putting it in the College database. If Dave is notified after April 25th he cannot guarantee that a computer will be ready for them on August 15th

4. DCL – Linda Lange

- DCL Services can now print 6X9 books in color or black and white at a reduced price.
- Graduation certificates and invitations are also being offered by DCL Services.

5. Office of Communications – Marie Blakey

Information regarding new features on the Conductor website content manager system will be emailed soon to everyone with a website in Conductor. These new features will allow you to easily import news stories and event listings from other websites in Conductor that are set up to share their information (which includes both nd.edu and al.nd.edu) -- and the information will appear on your site with colors and fonts that automatically match your website design. The new Conductor features also allow to indicate whether you are willing to share your calendar and news stories with other websites.

6. List of Note – Mo Marnocha

- Please remember to send separations for visitors and non-regular faculty.
- Remember to hit “accept” in the College database for incoming faculty so that we will know if they are coming.
- Summer session forms can be turned in if you know that there are at least 10 students enrolled in the class. If there are less than 10 students the class will be cancelled.
- Mo reminded us to use the document library in the College database rather than making copies, “think before you ink.”

7. Human Resources – Maureen Wildey and Julie Bowser

Maureen who is a Benefits Program Manager in Human Resources gave a report on the new FMLA carrier *Care Works USA*. This change will take place on April 4th, 2011. A PowerPoint presentation was emailed to us. If you have any questions concerning FMLA you may call the HR help line, 1-5900.

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