

College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, 9/29/11

Offices Represented: Africana 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 Languages and Cultures; Center for the Study of Religion and Society; Classics; College Seminar; Computer Applications Program; Creative Writing Program; Cushwa; Design, Copy, and Logistic Services; East Asian Languages and Cultures; Economics; English; Gender Studies; German and Russian Languages and Literatures; Glynn Honors Program; Hesburgh Program; History; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Maritain Center; Medieval Institute; Office of Communications; PhD in Literature; Philosophy; Political Science; Program of Liberal Studies; Psychology; Review of Politics; Romance Languages and Literatures; Rooney Center; Shakespeare at Notre Dame; Sociology; Theology; Undergraduate Dean's Office; and University Writing Program

Offices Not Represented: American Studies; Center for Creative Computing; Data Management Center (PSY); Film, Television, and Theatre; Journal of Formal Logic; Music; and Reilly Center

1. Welcome – Rob Becht

- Rob introduced two new members in the Dean's Office:
 - Maria DiPasquale is the Academic Advancement Director who works for the Office of Development supporting the College of Arts and Letters.
 - Mark Schurr is the Associate Dean of Social Sciences replacing Dan Myers. Mark briefly stated his responsibilities of his new position.
- Rob introduced the following new staff members in the College of Arts and Letters:
 - Chris Jones-IT Support Consultant, ALCO in Flanner Hall
 - Elisabeth Jarzen-Research Assistant, Anthropology
 - Lonnie Atkinson-Staff Assistant, Art Department
 - Heather Price-Assistant Director, Center for the Study of Religion and Society
 - Veronica Dzhararov-Staff Assistant, College Seminar
 - Shelia Fell-Production Assistant, DCL
 - Kristal Chester-Staff Assistant, HIST
 - Jessica Green-Administrative Assistant, LLEA
 - Nell Collins-Staff Assistant-LLRO
 - Heather Cook-Sr. Staff Assistant, POLS
 - Grace Wenk-Project Coordinator, PSY
 - Grace McBeth-Research Assistant, PSY
 - Mary McKeever-Research Assistant, PSY
 - Stephen Mattingly-Research Assistant, PSY
 - Melinda Gormley-Assistant Director in Research in the Reilly Center
 - Debra Gasper-Company Manager, Shakespeare
 - Robert Pfunder-Program Manager, THEO
 - Darla Karafa-Staff Assistant, UGRAD

- Brandon Buchanan, Sociology
- Marie Revak has moved from LLRO to ENGL
- Judy Benchaar has moved from CSEM to LLRO
- Tori Davies has moved from HIST to the Reilly Center
- A new system has been implemented for graduate students to use TravelND for travel reimbursements.
- DCL is having a new color copier installed today. Next week a 44” plotter will be installed enabling the copy center to print posters or banners. The copy center also has new card stock colors, blue and gold, ND colors. DCL is planning an Open-House on October 22, 2011, more information will follow.

2. SAS – Lynn McCormack

- Current members of the SAS committee are as follows:
 - Lynn McCormack, President (ENGL)
 - Pat Base, Vice President (ISLA)
 - Jessica Monokroussos, Secretary (PhD in Literature)
 - Kristal Chester (HIST)
 - Lauren Fox (THEO)
 - Carol Kraus (THEO)
 - Susan Nugent (Undergrad Office)
 - Michelle Thornton (LLGR)
 - Claire Shely (CAPP)
 - Grace Wenk (PSY)
- Lynn reminded everyone that the SAS committee is available to lend a confidential ear if a staff person has an issue.
- A Fall Break tour of the Cedar Grove Cemetery will take place on Wednesday, October 19th. We will meet at the bookstore for beverages prior to the tour. More information will follow via email.
- A potluck luncheon is scheduled for Wednesday, November 23rd in 119 O’Shaughnessy. Sign-up sheets will be at the November 4th staff meeting. More information will follow via email.
- Carol Kraus has volunteered to chair the January Workshop. The SAS committee will decide if they need additional volunteer help.
- The *Quick Reference Guide* for new staff members is being updated and will be available in November.

3. Office of Communications – Marie Blakey

- Notre Dame’s Office of Public Affairs and Communications has developed a new website called “On Message” (see onmessage.nd.edu) to assist faculty and staff with use of the new University logos, colors, and high-level marketing messages. The site is designed to serve as an informational resource and hands-on tool kit with a variety of helpful downloads.

- Chantelle Snyder briefly explained how to use the new official logos, colors and fonts, noting that use of the new logos and the new official blue and gold are mandatory. Use of the additional colors and fonts are preferred when possible but are not mandatory.
- If you have questions or cannot download the logos you need at onmessage.nd.edu, please contact Linda Lange, Chantelle Snyder, or Marie Blakey for assistance.

4. Breast Cancer Fundraiser – Mo Marnocha

This is the 11th year for our Breast Cancer Fundraiser. Last year we raised \$11,911.19 and over the past 10 years we raised more than \$80,000 helping men and women who do not have the means to receive mammograms or follow-up medication. Nurse Kelly Mailloux spoke to us expressing the importance of our fundraising. Kelly asked that we inform people in need of this service. She has referred several of her patients to United Health Services for help and they were extremely grateful.

Important fundraiser information:

- The tailgate is on October 8th outside the Great Hall of O’Shaughnessy, near the sidewalk that runs north and south.
- Every Wednesday during October is the “Power of Pink Wednesday”, if you wear pink, you may wear jeans.
- If you have any information that you want entered on the blog, send it to Kristy Leininger, Leininger.1@nd.edu.
- The Dean’s office has hats and visors that can be used as incentives for any donation.
- Mo has a letter for staff seeking donations.
- An email will follow with more information.

**The meeting adjourned at 10:00 a.m.
The next meeting was rescheduled
for
Friday, November 4th
9:00 a.m. in 119 O’Shaughnessy Hall**