

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Friday, 11/4/11**

Offices Represented: Africana Studies; Anthropology; Art, Art History, and Design; Arts and Letters Computing; 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; Design, Copy, and Logistic Services; East Asian Languages and Cultures; Economics; English; Gender Studies; German and Russian Languages and Literatures; Hesburgh Program; History; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Medieval Institute; Office of Communications; PhD in Literature; Philosophy; Political Science; Program of Liberal Studies; Psychology; Romance Languages and Literatures; Shakespeare at Notre Dame; Sociology; Theology; and Undergraduate Dean's Office

Offices Not Represented: American Studies; Center for Creative Computing; Center for Ethics and Culture; Center for Philosophy of Religion; Cushwa; Data Management Center (PSY); Film, Television, and Theatre; Glynn Honors Program; Journal of Formal Logic; Maritain Center; Music; Reilly Center; Review of Politics; Rooney Center; and University Writing Program

1. Welcome – Rob Becht

Rob introduced Lori Maurer from Human Resources.

- Lori reminded us that today is the last day for our benefits open enrollment.
- The month of November is “Career Development Month”, there are a lot of great classes, check Endeavor.
- Dr. Susan Christie will be on campus on November 30th and the topic will be “Enhancing Staff and Faculty Partnership”. The morning session has 9 seats left and an afternoon session has 20 seats left. Sign up as soon as possible.
- Lori brought pedometers to distribute.

2. SAS – Lynn McCormack

- The Fall Break tour of Cedar Grove Cemetery was cancelled due to the weather.
- The Thanksgiving potluck luncheon is Wednesday, November 23rd, at noon, in 119 O'Shaughnessy Hall. A sign-up sheet was passed around or you may contact Claire Shely if you are interested. There will be a prize drawing at the potluck.
- Carol Kraus is the chair for this January's staff workshop. There are 3 volunteers so far but more are needed. If you are interested contact Carol.

3. ALCO – Dave Mastic

- Dave thanked everyone for their diligence in directing your faculty to contact him for their computers.
- Android tablets/slates and iPads are defined as computers by University policy and must be ordered through the ALCO office.
- Due to the flooding in Thailand a delay for computer components is expected. This will affect Lenovo products.
- If you have new faculty or staff starting in January please make sure that they are in the database so Dave will know whether or not they should receive a computer.

4. DCL – Linda Lange

DCL's Open House on Tuesday was a success. DCL now has a new color printer and a new plotter. The plotter can print posters that are 44" wide and up to 100' long. DCL's pricing is great too.

5. Office of Communication – Marie Blakey

Work is continuing from last year on graduate program web pages to make sure there is consistency across all departments within the College. We have also this fall started reviews and content updates/improvements for the department undergraduate web pages as well as all event listings.

6. Breast Cancer Fundraiser – Mo Marnocha

- It was noted that additional staff participated in this year's fundraiser.
- Next year Mendoza's College of Business will be in competition with the College of Arts and Letters to see who can raise the most.
- Winners were drawn for ISLA's and History's fundraising items.
- Names for door prizes were drawn.
- This year's money raised is \$8,730 but more is coming in.
- This year's winners are:
 - First place: Team #1, (History; Center for Creative Computing; Music; Communications Office; Art, Art History, and Design; East Asian Languages and Cultures; Program of Liberal Studies; Political Science; and Institute for Scholarship in the Liberal Arts). They will receive lunch at Legends.
 - Second place: Team # 3, (Theology; Medieval Institute; Psychology; Center for Children and Families; Philosophy; and Center for Philosophy of Religion).
 - Third place: Team #2, (English; Ph.D in Literature; 301 DCL; Classics; German and Russian Languages and Literatures; Romance Languages and Literatures; Film, Television, and Theatre; Africana Studies; Hesburgh Program; College Seminar; University Writing Program; Reilly Center; Center for the Study of Languages and Cultures, and the Glynn Family Honors Program).
 - Fourth place: Team #4 (Anthropology; American Studies; Economics; Faculty Services; Sociology; Cushwa; Computer Applications; Review of Politics, Irish Language and Literature; The Undergraduate Dean's Office; Arts and Letters Computing; and the Center for Ethics and Culture).

Mo thanked everyone who used their creative talents in helping make this fundraiser a success.

The Meeting Adjourned at 9:45 a.m.
Next Meeting is Thursday, February 23, 2012
9:00 a.m. - 10:00 a.m.
119 O'Shaughnessy Hall