

College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, March 22, 2012

Offices 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 Languages and Cultures; Center for the Study of Religion and Society; Classics; College Seminar; Computer Applications Program; Constitutional Studies; Cushwa; Design, Copy, and Logistic Services; Economics; English; Film, Television, and Theatre; Gender Studies; German and Russian Languages and Literatures; Hesburgh Program; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Latino Studies; Medieval Institute; Philosophy; Program of Liberal; Psychology; Romance Languages and Literatures; Shakespeare at Notre Dame; Sociology; and Theology

Offices Not Represented: Center for Creative Computing, Creative Writing Program, Data Management Center (PSY), East Asian Languages and Cultures, Glynn Honors Program, History, Journal of Formal Logic, Maritain Center, Music, Office of Communications, PhD. In Literature, Political Science, Reilly Center, Review of Politics, Rooney Center, Undergraduate Dean's Office, and University Writing Program

1. Welcome – Rob Becht

- Rob introduced new staff members:
 - JoAnn Norris rejoins our College as the Senior Administrative Assistant for Film, Television, and Theatre
 - Kathy Knoll is the new Facilities Coordinator in the Dean's Office
 - Jennifer Smith is working for Constitutional Studies, under Political Science
- Rob is seeking volunteers for the graduation diploma ceremony; if you're interested please email Rob, rbecht@nd.edu.
- Year-end self-assessments in Endeavor are due April 1st. Let Rob know if your supervisor is not following through on your performance review.
- There have been some issues of improper use of procards. Larger departments have too many procards; going forward only one person in each department will have a procard. New systems i.e., TravelND, BuyND, have been implemented since the introduction of the procard which allows faculty and staff to be reimbursed or to purchase items. Using a procard involves a monthly reconciliation but BuyND and TravelND do not.

2. SAS – Lynn McCormack

- The Cedar Grove Cemetery tour during Spring Break and coffee at the Hammes Bookstore had a good turnout. The history of the cemetery was enlightening and the weather was perfect.
- SAS is organizing events to celebrate Administrative Professional Day on April 25th but we will be celebrating the entire week. Gift-cards will be given away daily via email and on Friday, April 27th, a pizza lunch will be served. More information will follow.

3. ALCO – Dave Mastic

- April 20th is the deadline date for incoming faculty and visitors to be entered into the A&L Personnel Database. In order for Dave to see them in the database it is important to remember the following:
 1. Make sure they have a record.
 2. Make sure they have a start date on or after July 1, 2012.

3. Be sure to mark the “accepted” radio button in the hiring info offer status area. It is not sufficient to type the word “accepted” in the record.
- Lenovo reported that they no longer have hard drive supply problems caused by flooding in Thailand. We can expect them to return to their contracted delivery metric: 10 business days from Lenovo order receipt to ready to ship.

4. DCL – Linda Lange

- Linda showed a certificate template that she and Sherry Reichold designed. Fields were set-up in Publisher making it easy to drop in the information needed for the certificate. Sherry is willing to help you set up the database.
- DCL has a water-proof fabric they use on their plotter. She showed a butterfly decal that will peel and stick to any surface without damaging it. You may stop by DCL to get a butterfly sample.
- Rob added that Linda’s services are open to the students and to please recommend your students to use DCL for their printing needs.

5. Office of Communications – Marie Blakey

- The planning will start earlier this year for the First-Year Student Orientation which takes place in August. A survey will go to the departments to find out their needs for this event. Please help by filling out the survey with your faculty so they will have all the equipment they’ll need for this day. The survey came back from the parents and students from last year and they responded that we did very well but it was mentioned that they would like to talk with more students (in addition to faculty) so consider this in your planning.
- This will be our third year celebrating senior thesis. A reception for students and faculty will take place on Friday, March 30, in the Great Hall of O’Shaughnessy. There is some confusion about the due date for the actual thesis projects (rather than the date of the reception); the project deadlines are up to the department and /or advisor. The student needs to check with their department/advisor but every student doing a thesis is welcome to celebrate on March 30 even if the project is not yet complete. Please also check your department websites to make sure the information is current regarding the due date to avoid confusion for the students.
- Marie’s office is trying to keep the College’s calendar filled with events from across the campus. If your website is in Conductor you can, on the backend of your website, easily “import” any events you find on the College calendar. With the end of the semester approaching, look esp. for events we have that can help keep your calendar from being empty over the summer.
- News stories that the Office of Communications writes are sent to the relevant departments, centers and institutes every week to the contact person who updates the news pages on the various departments, centers and institutes websites. Marie wanted feedback as to whether or not to send the news stories to the chair/director in addition to this staff person to ensure they are aware of the latest news. It was decided that the staff will pass along the stories they think are of interest.
- The University’s marketing department is developing an electronic version of official letterhead. They would like to provide each department, center, and institute with their own version. Marie’s office will send the marketing department a list with contact info so the letterhead can be created. Contact Chantelle Snyder to put your name at the top of the list if you need the electronic letterhead sooner rather than later. If you have old stationery printed, you may still use it until it’s gone; we do not want to waste the paper. It is mandatory that we use the new University created logos. There are new official University blue and gold colors we must as well as suggested secondary and tertiary colors and fonts that we may select when creating materials. Marie said it is also preferred that we use the version of logo with the shield rather than the version that has the interlocking ND letters to better represent the College as one of the academic units on campus.
- The Theology Department, Reilly Center, Shakespeare at Notre, and Computer Applications Program, will launch their new websites this semester or summer. Next up are then PLS and Irish.

The Anthropology Department, Philosophy Department, and Romance Department will launch new websites next fall. If your department, center, and institute website has not received a technology upgrade or design update in the last three years and you wonder where you are on the project list, contact the Office of Communications.

6. General Information – Mo Marnocha

- Regarding new hires, remember to put the offer letter template in FileMaker Pro.
- Remember at any given time you can access ND.jobs to see where the e-hire is in the process.
- Our office has been receiving calls wanting to know who's a post doc and who is faculty. The Provost is looking at the criteria for a post doc and soon this information will be posted on the Office of Research's website. We do know that the Office of Research will not appoint someone as a Post doc if they have had their Ph.D longer than six years. Zero paid Pos Docs, doing research, who have had their Ph.D's longer than 6 years, must be hired as faculty. If visiting from another institution they should be a visitor, and their rank should reflect the rank of their home institution. A visiting faculty documentation form should be included in the e-hire.

7. University Contract Repository – Craig Sharpe

Craig spoke to us about the University's Contract Repository (UCR) managed by the General Counsel. The University Contract Repository is a data and document management application maintained by the Office of General Counsel. The UCR acts as a centralized database storing executed contracts deemed to have a certain level of institutional significance. Beyond its standard storage and retrieval functions, the system offers the ability to provide metrics, track certain contract milestones and send notifications.

University departments and authorized personnel wishing to have access to the UCR to view their contracts and agreements should send their requests and inquiries to Contract@nd.edu attention Craig J. Sharpe, Contract System Business Analyst.

**The Meeting Adjourned at 9:55 a.m.
Next Meeting TBD**