Offices Represented: American Studies; Anthropology; Art, Art History, and Design; Arts and Letters Computing; Center for Children and Families; 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; Film, Television, and Theatre; German and Russian Languages and Literatures; Glynn Honors Program; Hesburgh Program; History; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Journal of Formal Logic; Maritain Center; Medieval Institute; Music; PhD in Literature; Philosophy; Political Science; Program of Liberal Studies; Psychology; Review of Politics; Romance Languages and Literatures; Rooney Center; Shakespeare at Notre Dame; Theology; Undergraduate Dean’s Office; and University Writing Program

Offices Not Represented: Africana Studies, Constitutional Studies, Gender Studies, Institute for Latino Studies, Office of Communications, Reilly Center, and Sociology

1. Welcome – Rob Becht
   Rob introduced new staff members:
   - Audra Dormire is the Administrative Coordinator for the Graduate and Undergraduate Programs in Art, Art History, and Design.
   - Kathleen Rhymer is the Administrative Assistant for the Graduate Program in Political Science. She replaced Greg Endicott.
   - Greg Endicott is the Department Coordinator for Political Science.
   - Laura Nash is the new Event Planner and Manager for the Center for Ethics and Culture.
   - Lauren Freda is new in Arts and Letters Computing.
   - Karin Dale is the new Dean’s Administrator working for Dean McGreevy.

2. Undergraduate Office/Course Scheduling – Ava Preacher
   Ava said to assure your faculty that there will be enough classroom space. Linda Martellaro from the Registrar’s Office is working diligently on finding classrooms. If you know of a faculty member who would be willing to teach at 8:00 a.m., please move them into that slot.

3. SAS – Darlene Nowakowski, President
   Darlene introduced the current staff members:
   - Maribel Rodriguez, Vice President; Laurie Mastic, Secretary; Eileen Barany, Media Officer; Rhonda Singleton; Marie Revak, Terri Sweeney, and Kelli Brown.
   - The next SAS meeting is Wednesday, March 4th in 339 O’Shaughnessy, from 9:00 a.m. to 9:20 a.m. anyone is welcome to voice their concerns.
   - The next event is a Pot Luck on March 11th, during Spring Break. You should have received the sign-up sheet; you may sign up as late as the day before. The College will provide the meat.
Darlene thanked all the staff who attended the glass painting workshop in January. Everyone enjoyed the experience and the lunch.

Another event is being planned for May. More information will follow.

4. ALCO – Dave Mastic

ALCO is very close to hiring an Office Coordinator; we are waiting on Human Resources to complete the process.
April 17th is the date ALCO needs to know about your incoming faculty to insure they will have a computer when they arrive; the promise date is August 14th.
Dave said to encourage incoming faculty to request a laptop rather than a desktop computer to give them more flexibility.
April 17th is also the deadline date for incoming visitors. Dave realizes that many of you don’t know yet who they might be but ALCO will do their best to provide computers for them when they arrive.

It is very important that we collect computers from departing faculty because of software licensing contracts, this includes emeriti.

339 O’Shaughnessy is being setup for video conferencing, including wireless microphones. There will be an instruction sheet in the room for the use of this equipment.

5. Miscellaneous – Mo Marnocha

The exit checklists are being revised for faculty. We are also adding an exit checklist for the departments. These lists are being looked at by several department admins and will be available in the near future.

The 3rd floor of O'Shaughnessy now has a conference room equipped with video conferencing equipment. While the room is primarily to be used by those on the 3rd floor, if you would like to use the room and it is available, you may reserve the room by contacting Linda Brady. There are a couple of things to consider before reserving the room, 1) you must be familiar with video conferencing and 2) when making your reservation, you should give yourself at least a half hour before the start of your meeting so that you can familiarize yourself with the system.

During this hiring season, it is important to put incoming regular faculty in Filemaker Pro. Make certain the effective date, hire date, regular, full-time, name, rank etc. are included. If the hire has verbally accepted please make sure the offer status indicates Accepted. This accepted button allows our Space personnel and ALCO to see the individual and work on getting them on board with space and a computer. So as soon as you hear that a verbal pre-offer has been made you should add the person to the database.

If you need a position number for a new regular hire you will need to email Rob and copy TD and Mo. Rob will need the faculty members rank, E-class, salary FOAPAL, and the faculty members name (if you know it). Rob may have a position number available but if not, TD will use the information you included in the e-mail and request a number from the Budget Office.

Hires should not be held up in Interfolio, if you do not have a position number. You may make a note, letting the Provost know that a position number has been requested. Also, if you know the hire is an AOV hire, please make a note in Interfolio.
6. ND Voice – Bob Becht and Lori Maurer
Rob and Lauri presented the results of the ND Voice Survey; our College had a 70% response. The top ten highest and lowest items were shown and a discussion followed. Rob is planning on forming a staff committee to discuss this year’s ND Voice survey results. If you would like to participate on this committee contact Rob, rbecht@nd.edu.

The Meeting Adjourned at 10:00 a.m.
Next Meeting is March 26, 2015
119 O’Shaughnessy Hall