College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, Wednesday, March 26, 2015

Offices Represented: American Studies; Anthropology; Art, Art History, and Design; Arts and Letters Computing; Center for Children and Families; Center for Philosophy of Religion; Center for the Study of Languages and Cultures; Classics; College Seminar; Constitutional Studies; Creative Writing Program; Cushwa; Design, Copy, and Logistics Services; East Asian Languages and Cultures; Economics; English; Film, Television, and Theatre; German and Russian Languages and Literatures; Glynn Honors Program; Hesburgh Program; Institute for Latino Studies; 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; Romance Languages and Literatures; Rooney Center; Shakespeare at Notre Dame; Sociology; Theology; and Undergraduate Dean’s Office.


1. Welcome – Rob Becht
   - Rob introduced new staff members:
     - Mechelle Celie, works for Clinical Studies in the Department of Psychology
     - Stephanie Petsche, will work part time in Sociology
     - Amanda Wilkenson, is the new department coordinator for Arts and Letters Computing
   - Rob thanked everyone who volunteered to work for the Arts and Letter’s diploma ceremony scheduled on Sunday, May 17th.
   - The first book club meeting is next Tuesday, March 31st, in 119 O’Shaughnessy Hall, at noon; lunch will be provided.
   - The revised process for the teaching format in FileMaker Pro implemented last fall is now uploaded with all the teaching information for the spring semester. You may now review your faculty’s teaching obligations for discrepancies.

2. SAS – Darlene Nowakowski
   - A summer outing for the staff will take place on June 4th at St. Pat’s Park. This will include activities and lunch from Famous Dave’s. More details will follow.
   - The next SAS meeting is scheduled for April 15th; you are welcome to attend the first 20 minutes.

3. Space- Matthew Fulcher
Matthew reviewed the Academic Space Management renovations to be completed this summer:
   - Romance will have minor renovations.
   - Gender Studies will have minor renovations.
The Great Hall’s Phase II will be completed this summer. This includes the hallway connecting the Great Hall and the Dean’s Office suite. The sidewalk outside of the Great Hall will also be repaired.

The Dean’s Office conference room will receive a technology upgrade and an ADA compliance upgrade to the reception area.

The Department of Psychology’s Shaw Center will receive a backup generator for their freezer.

Riley Hall of Art will receive updated display cases.

Rooms 119 O’Shaughnessy and 131 Decio will be available for faculty and staff to reserve this summer.

4. ALCO – Dave Mastic

Report any computer problems in our conference rooms by calling the OIT helpdesk at 1-8111. This is the quickest way to alert all ALCO team members of problems.

339 O’Shaughnessy is now outfitted for web conferencing. The instructions will be in the room and will also be available electronically. Dave advises that the primary user test the equipment at least one day before the scheduled event. The furniture in this room is moveable; however the TV and computer must remain in the back right corner as you enter the room. Guests may connect their own laptop computers to the provided monitor. Wireless microphones are available for use with the PC provided in the room. The room has seating for 16 guests. Contact Linda Brady to reserve this room, brady.33@nd.edu.

Dave needs to know about faculty departures by March 27th. He will send a friendly reminder to return all the University owned computing equipment by the departure date, which is May 18th. Equipment should be left in the faculty member’s assigned office.

5. Office of Communications – Kate Garry

There is a form for submitting your events on the Communications website, under Events.

A suggestion was made to be creative and add events that are coming up this summer onto your website, so the site doesn’t look empty. You may import events from other departments or events from the Office of Communication.

Kate announced that they will soon have a new assistant director, starting April 22nd.

It is important to promote your events on the University calendar. The South Bend Tribune looks at this site to advertise events on campus.

6. DCL – Tina Clark

Tina thanked everyone for continued use of their services.

Keep DCL’s copy center in mind for graduation; they can print invitations, flyers, or posters.

You may contact DCL at 631-5632, copy301@nd.edu

7. Travel ND Update – TD Ball

Travel expense approval flow update:

Faculty in the department should forward their expense report to their senior administrative assistant, who after checking it, forwards it to the chair of the department for approval.
Chairs or directors expense reports are forwarded to TD Ball, who after checking it, forwards it to Rob Becht for approval.

If an expense report has the department chair included, forward it to TD Ball for approval, who after checking it, forwards it to Rob Becht.

If you have any questions you may contact TD Ball, 631-4290, ball.24@nd.edu

8. Best Practices – Incoming Faculty – Melody Kesler
Melody created a document for incoming faculty with instructions for everything that needs to be arranged before they arrive on campus. This list has important information, dates, contacts, address, phone numbers, and a department administrative services list.

Please note: A sample of these lists will be sent to everyone with the minutes.

Rob reminded us that the Endeavor performance reviews are due by March 31st. If your supervisor hasn’t kept up with you review, you can contact Human Resources to push it through to step 5. A discussion followed with concerns regarding the Endeavor process.

The Meeting Adjourned at 9:45 a.m.
Next Meeting is April 23, 2015
119 O’Shaughnessy Hall