

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, April 23, 2015**

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 the Study of Languages and Cultures; Center for the Study of Religion and Society; Classics; College Seminar; Constitutional Studies; Creative Writing Program; Design, Copy, and Logistic Services; East Asian Languages and Cultures; Economics; English; Film, Television, and Theatre; Gender Studies; Hesburgh Program; History; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Medieval Institute; Office of Communications; 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, Center for Creative Computing, Center for Philosophy of Religion, Cushwa, East Asian Languages and Cultures, Glynn Honors Program; Institute for Latino Studies, Journal of Formal Logic, Maritain Center, Music, PhD in Literature, Reilly Center, and Sociology.

1. Welcome – Rob Becht

- Rob introduced new staff members:
 - Joshua Weinhold, the Assistant Director in the Office of Communications
 - Lisa Gallagher, Senior Administrative Assistant for Patrick Griffin.
 - Chloe Leach, Dean's Office, Senior Administrative Assistant for Peter Holland and Maria Di Pasquale
- The following NDVoice committee members are reviewing the survey results for the College:
 - Kathy Knoll, Dean's Office
 - Morgan Lee, History
 - Julie Logue, Romance Languages and Literatures
 - Emily Matz, Music
 - Marie Revak, Economics
 - Katie Schlotfeldt, American Studies
 - Rhonda Singleton, Psychology
 - Terri O'Bryan, University Writing Program
- Performance reviews are due this time of year; they should be completed by next week. If your supervisor is running behind contact Rob, 631-7340 or rbecht@nd.edu.
- The Staff Appreciation Luncheon is scheduled for Thursday, May 21st, at Club Naimoli. John Affleck-Graves will be our guest speaker. The invitation will soon follow.
- The final lunch discussion for the Book Club is next Tuesday, April 28th, at noon, in 119 O'Shaughnessy Hall. The author, Jon Coleman, will join us.
- Rob thanked everyone who volunteered to help with our diploma ceremony on Sunday, May 17th.

2. Non-Matching Teaching Schedule – Mo

A report has been added to the database for your convenience called *Non-Matching Teaching Report*, this is where you can check for discrepancies in teaching schedules. You will need to find those that are not approved; if not approved you must give a reason for the discrepancy or the non-approval. Please be very clear as to why there is a mismatch. If your faculty owes us a course, you will need to work closely with your DUS/DGS so that the course can be made up.

3. SAS – Darlene Nowakowski

- Please RSVP for SAS's summer June 4th trip to St. Pat's Park by next Monday, April 27th. The canoe trip is in the morning, lunch, a nature hike, and followed by games. If you don't want to canoe in the morning then you must show up at work on that day but you may join us at the park for lunch. After the hike if you do not want to participate in the games you may leave.
- If you have any ideas or suggestions for our fall fundraiser please tell the SAS committee, they would like to support a local charity in our community.
- The next SAS meeting is May 6th, 9:00 a.m., in 131 Decio.

4. ALCO – Dave Mastic

- The majority of the College's official web sites run through Conductor. Websites that your faculty may be using hosted out of Netfile will be moving. The University has a new project that will provide three options for these websites. This is a twelve month project. More information will follow.
- With nicer weather more computer robberies occur. If this happens off campus you should contact your local police department and if it happens on campus you should report it to Notre Dame's police department. Your second contact in either situation should be Dave Mastic. The University is responsible for the data on the computers and must ensure that proper steps are completed when theft occurs.
- Thank you for your diligence in putting your incoming faculty into the database. You need to put in the rank, effective date, full time regular, and accepted, in order for Dave and Kathy Knoll to follow through ordering their computers and arranging for office space.

5. Copiers Update – TD Ball

- TD is helping the copier committee responsible for selecting the next copiers for the University. The committee is still meeting with companies so no decision has been made.
- Please make sure you are not charging your faculty's travel to your budget. Their travel should be charged to their restricted accounts.

6. Space – Matthew Fulcher

Room 339 O'Shaughnessy Hall's mobile unit will be replaced with fixed technology. It will have the same capabilities that the conference room in 100 O'Shaughnessy has. The mobile unit originally in 339 O'Shaughnessy may be moved somewhere on the second floor, each floor will have a conference room with technology.

7. Health Care Strategy – Denise Murphy, *Director of Benefits and Wellness*

Denise spoke about the Health Care Strategy Working Group. This group is in the process of looking for ways to meet the changing needs for our faculty and staff. A discussion followed and handouts were distributed.

8. Monthly Stewardship Letter Procedure – Maria Di Pasquale, *Academic Advancement Director*

Dean McGreevy has made it a priority that every gift received by the College be acknowledged. Thank you for your help implementing the monthly stewardship procedure that's now been in place for a year. Beginning with the April giving reports (which you will receive in early May) we have added a step to the procedure: If you receive a gift of \$1000 or more, please send a draft of your thank you note to Chloe Leach before you send it out so she can make sure it is accurate and going to the correct designation. Attached to these minutes are the revised procedure documents, including a step-by-step guide, a sample letter, and a sample gift report.

**The Meeting Adjourned at 10:00 a.m.
Next Meeting TBD**