College of Arts & Letters  
University of Notre Dame  
Staff Administration Meeting Minutes  
Monday, November 02, 2015

**Offices Represented:** American Studies; Art, Art History, and Design; Arts and Letters; Computing; Center for Ethics and Culture; Classics; College Seminar; Constitutional Studies; Creative Writing Program; Cushwa; Design, Copy, and Logistic Services; English; Film, Television, and Theatre; Glynn Honors Program; Hesburgh Program; History; Institute for Latino Studies; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Maritain Center; Medieval Institute; Music; Office of Communications; Ph.D. in Literature; Philosophy; Political Science; Program of Liberal Studies; Psychology; Review of Politics; Romance Languages and Literatures; Rooney Center; and Theology.

**Offices Not Represented:** Africana Studies, Center for Children and Families, Center for Philosophy of Religion, Center for the Study of Languages and Cultures, Computing and Digital Technologies, East Asian Languages and Cultures, Economics, Gender Studies, German and Russian Languages and Literatures, Journal of Formal Logic, Reilly Center, Sacred Music, Shakespeare at Notre Dame, Sociology, Undergraduate Dean’s Office, and University Writing Program.

1. **Welcome** – Mo Marnocha
   - Mo announced that next October we will be competing with the College of Engineering for the “Race to the Goal.”
   - Mo introduced two new staff members in our College: Alissa Doroh in the Department of English and Lacey Barroso in the Department of Political Science.
   - Remember to reconcile any discrepancies for courses not taught; please enter the reason for the discrepancies.

2. **ALCO** – Dave Mastic
   - Cannon copiers install dates:
     - 337 O’Shaughnessy on Tuesday
     - 118 Haggar Hall will receive two on Wednesday
     - 424 Geddes Hall will receive one on Thursday
     - Hill Street will receive one on Friday
   - Someone from the technical team will be on site to assist in situations where the automated print driver installation was not successful.
   - If your Xerox copier had a fax service before, you will have it on your new Cannon copier. If you did not have fax service and you need one, you will have to discuss this matter with T.D. Ball and telecommunications would also be involved.
   - Cannon is aware of the problem with pin codes and they are working to solve this issue. There is a stop gap solution currently in place in Decio Hall.
   - An email attachment cannot exceed 25 megabytes. When scanning a larger document to email you will have to scan in batches and join multiple PDFs into one file if desired using Acrobat Pro.
3. SAS – Darlene Nowakowski
   - The next SAS meeting is scheduled on November 19th, in 119 O’Shaughnessy Hall.
   - Anyone may attend this meeting between 9:00 a.m. and 9:15 a.m., to voice any concerns.
   - Darlene, Eileen Barany, and Kelli Brown’s terms on the committee will end this December. Anyone interested in joining this committee may contact any current member. You need to be a staff member for at least one semester before joining the committee.
   - The Architecture Walking Tour of downtown South Bend was informative and fun. The treats at Chicory Café were especially appreciated.
   - The January workshop is being planned; the topic is all about being healthy.

4. Space – Matthew Fulcher
   Christmas Break renovations:
   - A small modification will take place in 301 Riley, to help make their space more usable.
   - 1st floor hallway of O’Shaughnessy: The Art Gallery will be refaced by hand, Waddick’s doors will be replaced, and an award display cabinet will be placed across from the art cabinet.
   - The north side of the 3rd floor hallway of O’Shaughnessy will be redone.
   - This should all be completed before the students return in January.

5. Human Resources – Jeanne Monsma
   Jeanne is the Manager of Learning and Organizational Development in Human Resources, replacing Kara McClure. Jeanne informed us of the following updates:
   - Regarding Performance Reviews in Endeavor, everyone has to have at least one goal.
   - All new classes, programs, and seminars, will be available early January, through Endeavor.
   - There will be online resources for professional development, listed in Endeavor for all faculty and staff. More information will follow.
   - A Multicultural Diversity Inclusion class will be offered to all. Managers and supervisors will attend a day and a half program and staff will attend a five hour program.
   - Remember to select your medical benefits by November 6th. If you don’t make a selection, you will not be insured by the University.

6. Fundraiser – Mo Marnocha
   This year we raised close to $4,000, enabling us to help 25 people in our community. Our numbers were low this year because the Great Hall had a Holocaust exhibit and it didn’t seem right to have a cheerful event among a somber exhibit. Mo acknowledged and thanked everyone who contributed. Raffle tickets were drawn and many excited winners received door prizes.

The Meeting Adjourned at 9:40 a.m.
Next Meeting is December 3, 2015
119 O’Shaughnessy Hall