Office of Administration
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
   - Canon 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 Canon 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.
   - Canon 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 a 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