College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, December 3, 2015

**Offices Represented:** American Studies; Anthropology; Arts and Letters Computing; Center for Children and Families; Center for Philosophy of Religion; Center for the Study of Languages and Cultures; Center for Study of Religion and Society; Classics; College Seminar; Constitutional Studies; Creative Writing Program; Design, Copy, and Logistics; Economics; English; Film, Television, and Theatre; Gender Studies; German and Russian Languages and Literatures; Glynn Honors Program; Hesburgh Program; History; Institute for Scholarships in the Liberal Arts: Irish Language and Literature; Medieval Institute; Music; Office of Communications; PhD. In Literature; Philosophy; Political Science; Program of Liberal Studies; Psychology; Review of Politics; Romance Languages and Literatures; Rooney Center; Sacred Music; Shakespeare at Notre Dame; Sociology; Theology; University Writing Program

**Offices Not Represented:** Africana Studies; Art, Art History, and Design; Center for Ethics and Culture; Computing and Digital Technologies; Cushwa; East Asian Languages and Cultures; Institute for Latino Studies; Journal of Formal Logic; Maritain Center; Reilly Center; Undergraduate Dean’s Office

1. **Welcome** – Rob Becht
   - The ND bricks are still for sale in the Dean’s Office; they’ll make nice Christmas gifts.
   - The final total for this year’s Breast Cancer Fundraiser was $7,609. Next year we will be competing with the College of Engineering to raise the most.
   - The annual staff Christmas luncheon is Friday, December 18th. Remember to R.S.V.P by Friday, December 11th, to Linda, brady.33@nd.edu. This year the luncheon will be a served lunch rather than our traditional buffet lunch.
   - Join us today for Carols and Cookies in the Great Hall of O’Shaughnessy at 4:00 p.m.
   - Fr. Jim Bracke reminded us that if we need him, feel free to reach out to him.

2. **OIT Fundraisers** – Anne Kolaczyk
   Anne spoke about OIT’s Catholic Mission Team and the fundraising they do throughout the year. Their fundraising includes pizza sales, bake sales, hall sales (like a garage sale), jean day Fridays, and chili cook-offs; all the monies raised go toward Relay for Life and the Food Drive. They save pop tops for Ronald McDonald House, deliver meals to employees who are sick, and have raised money for Christmas presents for an employee’s children because their father had a stroke. They also raised money for Catholic Relief Services to assist one of their employee’s family who lives in the Philippines and needed help after the typhoon. They collect items for St. Margaret’s House and Pet Refuge and have a prayer board for anyone to add a note for someone who needs prayers. Anne said all this is possible because of OIT’s leadership and willing volunteers.

3. **ALCO** – Dave Mastic
   - Dave pointed out the new room darkening shades in 119 O’Shaughnessy Hall.
119 O’Shaughnessy Hall is utilized a lot and somehow lost its audio. Dave thanked everyone for their patience waiting for it to be fixed. Remind your faculty, staff, and students to be good citizens when using this room.

119 O’Shaughnessy Hall needs an A/V upgrade. We are hoping to find resources to make improvements.

339 O’Shaughnessy and 219 O’Shaughnessy, History’s conference room, are both available for video conferencing. You need to contact the History department to schedule their room.

119 O’Shaughnessy Hall is not Skype capable.

The transition from Xerox to Canon has been challenging. If you have Hardware/Equipment issues with the new Canon devices contact Canon directly using the contact information provided on each device. If you are unable to print to a Canon device from your computer call OIT, 1-8111.

University policy requires all computers, computer related technology and software to be purchase through BuyND using approved University suppliers. Please contact the ALCO office when making purchases of these items.

4. Canon – T.D. Ball
   - If you have any issues with your new Canon copier contact T.D., 631-4290, tball@nd.edu.
   - If your department receives a gift, you need to fill out a Gift Routing form, http://controller.nd.edu/assets/93664/gift_form_1.pdf, and forward it to Development in 1100 Grace Hall. This enables development to send a tax form and a thank you note to the donor.

5. SAS – Darlene Nowakowski
   - The staff workshop is scheduled for January 7th, more details will follow.
   - The next SAS meeting is scheduled for December 16th, in 100 O’Shaughnessy Hall, at 9:00 a.m.

6. Space – Matthew Fulcher
   - If you open your office windows during the winter months, please remember to close them.
   - Call security if think you smell a gas leak, 1-5555.
   - Work is beginning on the south side of the stadium where our Music Department will reside.
   - The west side of the stadium, the student center, is a bit behind schedule.

7. Graduate Program – Kim Gaughan
   - Kim stated that they are working on getting a policy in place and working on the reference guide.
   - Rob said they are developing a system information platform. Hopefully this will roll out in February 2016.

8. Office of Communication – Kate Garry
Kate announced that John Slott is leaving the Office of Communications; in the meantime forward all your questions to Kate.

Remember to put events on your website’s calendar.

Todd Boruff won an award for his videography.

Remember to subscribe to the YouTube channel where we have videos for prospective students.

Kate showed us the latest student video.

The Economics Department is located on three different floors in Flanner Hall, so they needed to improve their communication. The following was developed:

- Created a staff calendar where they enter vacation time, meetings, or time away from the office. All staff and their supervisors have access to this calendar.
- Small white boards are located on their office doors. If someone is ill they email their supervisor and cc their colleagues, one of the staff members will make a note on their white board.
- If they are away from the office, they make the changes to their email and voice mail response.
- They have one main phone number and OIT set them up with a phone tree for everyone else.
- Created a staff task list and distributed this list to their faculty so they know to contact in their office for help.

10. Human Resources – Sandra Garcia
- Sandra reminded us to review our confirmation statement that we should have received by now. Make sure your dependents are covered. Tomorrow, Friday, December 4th, is the last day to make changes on your insurance.
- The issue with Endeavor is being addressed; they are trying to make it work.
- If you are not sure if you are registered for a class, reach out to Sandra and she will help you.

The Meeting Adjourned at 10:00a.m.
Next Meeting is February 18, 2015
119 O’Shaughnessy Hall