Offices Represented: Africana Studies; 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; Classics; College Seminar; Computing and Digital Technologies; Creative Writing Program; Cushwa; Design, Copy, and Logistic Services; East Asian Languages and Cultures; Economics; English; Film, Television, and Theatre; German and Russian Languages and Literatures; Hesburgh Program; History; Institute for Latino Studies; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Journal of Formal Logic; Medieval Institute; Music; Office of Communications; Ph.D in Literature; Philosophy; Political Science; Program of Liberal Studies; Psychology; Romance Languages and Literatures; Rooney Center; Sacred Music; Shakespeare at Notre Dame; and University Writing Program.

Offices Not Represented: Center for Philosophy of Religion, Constitutional Studies, Gender Studies, Glynn Honors Program, Maritain Center, Reilly Center, Review of Politics, Sociology, Theology, and Undergraduate Dean’s Office.

1. Welcome – Rob Becht
   - Rob introduced new staff members:
     - Kim Murray, Office of Communications
     - Bridget Noonan, Psychology
     - Sara Hockney, Lab Manager for Psychology
     - Dietra Pickens, Psychology
     - Samantha Dashineau, Psychology
     - Megan Hall, Medieval Institute
     - Olivia Williamson, Art, Art History, and Design
   - A Flex-time policy pilot program was put into place this fall. Rob will be seeking evaluations over the next couple of weeks to decide if the program will continue.
   - Non-regular budget meetings will be scheduled in April this year.
   - The Book Club gathering is today at noon, lunch will be served. It’s not too late to join, we have extra books.

2. Office of Communications – Kate Garry
Kate previewed the new Arts and Letters video.

3. Budget Meetings – Karin Dale
Karin reminded everyone that they need to turn in all their budget meeting materials, at least 24 hours before their scheduled meeting. If this is not turned in 24 hours before the meeting, then the meeting will have to be rescheduled. She will be sending an email with the list of required materials.
4. Post-Docs – Kim Gaughan
- You need to create records in FileMaker Pro for all postdocs in your department. All pertinent paperwork should be included in the Document Library.
- Email Kim with an electronic copy (PDF) of all paperwork for processing for all new postdoctoral appointments in your department.

5. Miscellaneous Items – Mo Marnocha
- We noticed some teaching schedules show 50% for a faculty member and in the notes it indicates that a TA assisted in the class; the TA should not receive 50%. That is a discussion you should have with the Registrar’s Office.
- Normally 98% should go to the professor and 2% should go to the TA. 50/50 is for team teaching only. Make sure your DUSs and DGSs are informed regarding this issue.
- This needs to be coded properly.
- If you are adding a concurrent appointment, you need to contact Mo to give you access in Filemaker (FM). Your department will become the secondary or possibly the tertiary appointment so that you can upload paperwork in the Doc Library. Dave Klawiter has made some adjustments in FM so that you can now upload the paperwork for your reference.
- Next staff meeting was originally scheduled for March 17th, was moved to March 24th.

6. SAS – Laurie Mastic
- Laurie introduced the current SAS committee: Laurie Mastic, President; Maribel Rodriguez, Vice President; Terri Sweeney, Secretary; Amanda Sarratore, Media Officer; Rhonda Singleton; Marie Revak; Lisa Gallgher; Cheryl Lee; and Wendy Wolfe.
- Meeting minutes and contact information are posted on the SAS website, http://alsas.nd.edu/.
- Everyone is welcome to the first 15 minutes of SAS meetings to voice any issues, concerns, or ideas. The meetings begin at 9:00 a.m.
- This Spring Break’s event will be a tour of the Snite Museum followed by a luncheon in the Great Hall. More information will follow.
- Laurie thanked everyone who attended the very healthy informative January workshop.
- Laurie reminded everyone to be thankful for everything the University does for us.

7. Space – Matthew Fulcher
119 O'Shaughnessy Hall’s conference room will receive upgraded technology. This room is blocked off from March 7th to March 18th, for the equipment install. We will receive new microphones, some painting, and the accordion doors by the sink area will be removed.

8. Human Resources – Sandra Garcia
- Everyone should be on Step 4 in Endeavor. If you have any questions, you may contact Sandra.
- The next Town Hall meeting will take place next Monday, February 22nd, 11:00 a.m. to 12:00 p.m., at Washington Hall.
- Human Resources website just received an upgrade.
9. ALCO – Dave Mastic
   - March 28th is the deadline to notify ALCO, Dave or Amanda Sarratore, regarding faculty departures. A helpful exit list is located on the administrative website.
   - Retiring faculty members need to be reminded that their computers belong to the University when they leave. If they have any questions, have them contact Dave.
   - April 15th is the deadline for T&R and visitor appointments. This enables ALCO to have their computers in their office by July 25th.
   - Zoom will replace Skype because it is more reliable. If you have any questions or need help, contact Randy Yoho. The rooms Rooms 100, 219 and 339 O’Shaughnessy are currently Zoom capable. Rooms 119, 205 and 318 O’Shaughnessy will be receiving Zoom in the coming months.

10. Zoom – Paul Drake
   - Zoom is being supported by the University for video conferencing and it was chosen because it is reliable, a big cost savings, customer-friendly, secure, and you can connect from your regular phone, smart phone, iPad, or your computer. You can connect with up to 50 people, but if you want to include more guests, contact Randy Yoho. Paul gave a quick demonstration on how to use Zoom.
   - Rob Becht said Zoom can be used for department faculty meetings and anyone who is not on campus can join the meeting. You can also record the meeting which can help with the minutes.
   - To set up your Zoom account, contact the helpdesk, 1-8111.

11. Green Dot Program – Christine Canon Gebhardt – Direct, Gender Relations Center
Green Dot is the new violence prevention program that is a campus-wide initiative. The program targets students, faculty, and staff to teach them how to integrate moments of prevention into existing relationships and activities. Christine asked us to share this message and if you want more information, Christine can connect you with a full overview speech. Christine distributed handouts, pins, buttons, pens, and posters. If more handouts are needed, contact Jeanette Torok.

The Meeting Adjourned at 10:00 a.m.
Next Meeting was moved to March 24, 2016