

College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, April 28, 2016

Offices Represented: American Studies; Anthropology; Arts and Letters Computing; Center for Children and Families; Center for Ethics and Cultures; Classics; College Seminar; Creative Writing Program; Design, Copy, and Logistic Services; East Asian Languages and Cultures; Economics; English; English; Film, Television, and Theatre; Glynn Honors Program; Hesburgh Program; Irish Language and Literature; Maritain Center; Medieval Institute; Music; Philosophy; Political Science; Program of Liberal Studies; Psychology; Review of Politics; Rooney Center; Sacred Music; Shakespeare at Notre Dame; Theology; and Undergraduate Dean's Office.

Offices Not Represented: Africana Studies; Art, Art History, and Design; Center for Philosophy of Religion; Center for the Study of Languages and Cultures; Computing and Digital Technologies; Constitutional Studies; Cushwa; Gender Studies; German and Russian Languages and Literatures; History; Institute for Latino Studies; Institute for Scholarships in the Liberal Arts; Journal of Formal Logic; Office of Communications; Ph.D. in Literature; Reilly Center; Romance Languages and Literatures; Sociology; and University Writing Program.

1. Welcome – Rob Becht

- Rob introduced Steve Koich, who is the new *Web Content Strategist* in the Office of Communications.
- Endeavor performance reviews are due at this time; email Rob if you are having problems, rbecht@nd.edu.
- Thursday, May 19th, is our Staff Appreciation Luncheon; the invitation will soon follow.
- Mo will be sending out information for our Inside and Outside Award.
- Rob congratulated Jessica Monokroussos for becoming a Microsoft Office specialist. She achieved this through IVTech's business courses.

2. Post Docs – Kim Gaughan

- If you are paying a post doc and their start date is on the 1st or 16th of the month, their end date should be on the 15th or last day of the month.
- Kim requested your upcoming 6-year post docs expected dates for their defense or graduation.

3. Faculty Salaries – Mo Marnocha

- Salaries notifications for faculty are going out on Monday; at that time you can put in summer monies for external funding. Reach out to your faculty to inquire if they're receiving any summer funding through grants.
- If your faculty has contractual pay, you need to remind them if they want to receive summer pay, they need to contact the Dean's Office.
- The Inside Award is an award given to someone within our College and the Outside Award is given to someone outside of Arts and Letters. This is our biggest award for staff. More information will follow.

4. Undergrad Office – Joseph Stanfiel

This year, the First Year students were allowed to declare their major by April 1st. This became a problem because departmental advisors want the opportunity to advise new majors before registration, while the assistant deans want rising sophomores to attend an orientation meeting. In some cases, newly declared First Year majors were allowed to skip one or both of these steps. A meeting is planned to create an improved process.

5. ALCO – Dave Mastic

- There are 56 incoming employees, 34 are faculty. All were contacted for their computer needs but only 9 responded. After a third attempt to contact them, the departments will be asked to help with this issue.
- Many Post Docs are funded by departments to receive computers. Contact Dave with names and account numbers. When they leave the University, the computers will go back to the department.
- All moves are coordinated through Kathy Knoll and Mathew Fulcher; they provide ALCO with a schedule for these moves.

6. Office of Communications – Josh Weinhold

- Josh thanked everyone who participated in Notre Dame Day. Individual video segments of faculty, students, and groups featured during the live broadcast are available for posting and sharing at https://www.youtube.com/playlist?list=PLGYkuP8UEVZj-SLjcBzx9YNrUh4WuII_h.
- Steve Koich is the new web person. If you have any web questions you may contact him, koich.1@nd.edu.
- An email was sent by the Office of Undergraduate Studies regarding “Welcome Weekend” for students. All departments should fill out the electronic form in order to request a table for Arts and Letters orientation. The date is Saturday, August 20th.
- Remember to put events on your department’s website for the summer.
- If you are responsible for handling the social media in your department, email Kim Murray, kmurray5@nd.edu, so she can add you to the list. Next year, brown-bag sessions are being planned for the department’s social media people, to share their best practices.

7. Space – Matthew Fulcher

Matthew informed us of the departments being renovated this summer and where their temporary offices will be located:

- Office of Communications - 3rd Floor Loft Area in O’Shag
- ISLA - 114 & 115 O’Shag
- Kathy Knoll and Matthew Fulcher – 110 O’Shag
- Associate Deans – 116 O’Shag
- Kim Gaughan, Kathy Fischer, and Chloe Leash – 117 O’Shag
- Rob Becht, Mo Marnocha, and TD Ball – 118 O’Shag
- Linda Brady will remain in 100 O’Shag, until the end of May
- John McGreevy, Matt Zyniewicz, Karin Dale - 234 Decio
- Maria Di Pasquale - 236 Decio
- Margaret Meserve – 468 Decio

8. SAS – Laurie Mastic

- The staff summer retreat will be Wednesday, May 25th at Potato Creek. This will include bus transportation to and from Notre Dame, lunch, nature walks, bike, kayak, or canoe rentals. More information will follow.
- SAS is organizing brown bag “Lunch & Learn” for the fall semester. Zoom and Endeavor will be two of the topics discussed.

9. Development – Maria Di Pasquale and Liz Johnson

Maria stressed the importance of thanking everyone who sends a gift to Notre Dame, no matter what the amount. An arrangement was made with donor services to send monthly donor reports to enable you to see what your department received. The Dean’s Office will send acknowledgements for gifts of \$5000 and above, and we are asking you to acknowledge the smaller gifts. If you are acknowledging a gift for \$1000, please send a copy to Chloe, cleanc@nd.edu, for approval. Liz Johnson is our College’s liaison for this process. If you have any questions, you may contact Liz.

A copy of the policy, a sample of a gift report, and template letters are attached to this email.

10. Shakespeare – Grant Mudge

Grant thanked everyone who supported Shakespeare during their busy anniversary year. Grant provided a quick rundown of the performances yet to come this summer: ShakeScenes, Pericles, Prince of Tyre, and the Tempest.

Meeting Ended at 10:00 a.m.
Next Meeting TBD