

**College of Arts & Letters  
University of Notre Dame  
Staff Administration Meeting Minutes  
Thursday, September 29, 2016**

**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; Creative Writing Program; Cushwa; Design, Copy, and Logistic Services; East Asian Languages and Cultures; Economics; English; Glynn Honors Program; History; Institute for Latino Studies; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Medieval Institute; Music; Office of Communications; Philosophy; Political Science; Psychology; Review of Politics; Romance Languages and Literatures; Rooney Center; Sacred Music; Shakespeare at Notre Dame; Sociology; Theology; Undergraduate Dean's Office; and University Writing Program.

**Offices Not Represented:** Center for Philosophy of Religion; Computing and Digital Technologies; Constitutional Studies; Film, Television, and Theatre; Gender Studies; German and Russian Languages and Literatures; Hesburgh Program; Journal of Formal Logic; Program of Liberal Studies; and Reilly Center.

**1. Welcome – Rob Becht**

Rob introduced new staff members:

- Wendy Barren, Associate Director, Lab for Economic Opportunities
- Annalise Burnett, Research Associate, Lab for Economic Opportunities
- Norman Vesprini, Piano Technology Program Manager, Department of Music
- Leslie Lestinsky, Undergraduate Program Coordinator, Department of History
- Christina Schmidt, Graduate Program Assistant, Department of History
- Leah Ashe, Administrative Assistant, Reilly Center
- Evelyn Gonzalez, Communication Specialist, Institute for Latino Studies
- Christine Grandy, Undergraduate Coordinator, Department of Philosophy
- Annalisa Tombelli, Graduate Coordinator, Department of Philosophy
- Neil Chase, Administrative Coordinator, Medieval Institute
- Rebecca Brill, Administrative Coordinator, East Asian Languages and Cultures
- Jayde Homer, Research Assistant, Department of Psychology
- Lauren Crawford, Project Coordinator, Department of Psychology
- Nicholas Blashill, Research Assistant, Department of Psychology
- Andrew Rakhshani, Lab Coordinator, Department of Psychology
- Emily Litzow, Research Assistant, Department of Psychology
- Keke Kaikhosroshv, Data Coordinator, Department of Psychology
- Kim Patton, Human Resources Consultant
- Jenny Petersen, Sr. Administrative Coordinator, Arts and Letters Dean's Office

**2. Miscellaneous Information – Mo Marnocha**

- All information and forms for new hires are now available on the Provost website. This includes the LForm and the LForm checklist. Please note: The Provost's checklist does not have Department Chair listed on the Form L checklist, for the Dean's office purposes, you will need to include a letter from the Chair.
- Moving cost for regular faculty will now be all “reasonable moving expenses.” We no longer include a monetary amount. The language to use in offers can be found on the A & L website or there is a link from the Provost's website to the College's website.
- When hiring an SPF, please be certain to include, in the offer, their teaching schedule and any other duties they may have. Please also be sure to consider an additional designation, i.e., assistant professor of the practice, assistant teaching professor, etc. There is a pull down in the offer letter template with these designations.

### **3. Undergrad Office – Joe Stanfiel**

- If you have classes that haven't been placed, send Joe a list so he can help, [stanfiel.1@nd.edu](mailto:stanfiel.1@nd.edu).
- Please don't hang on to unused allocations; this is a big problem when we're trying to schedule classes at this point in the process.
- Since First Year started allowing freshmen to declare majors last year, the Dean's office and departments have to make adjustments to advising and approval procedures. For example, rising sophomores should not get their PINs from you before they meet with the asst. deans in April. There are surely other adjustments we need to make. Please help us to be sure these students don't slip through the cracks.
- Joe introduced Darla Karafa and Jolene Bilinski from the Undergrad Office; they are available to help you with your student issues.

### **4. ALCO – Dave Mastic**

- Dave mentioned two professional development opportunities: Lynda.com resources will become available soon and OIT is having an event called IT Spotlight. Details on IT Spotlight are available here: <https://oit.nd.edu/spotlight/>.
- Remember to invite [ALCO@nd.edu](mailto:ALCO@nd.edu) in the calendar entry when reserving a conference room (O'Shaughnessy 100, 119, 339) if you need assistance with the equipment.

### **5. Two-Step Login – Jason Williams, *Director of Information Security***

- This past August, all staff started using a two-step login. Faculty and students will be enforced to do the same this coming spring semester.
- The process for enrolling for a two-step login was simplified. You can enroll at this page <http://twostep.nd.edu>.
- Podiums in Registrar scheduled classrooms will not require the two-step login.
- Current emeritus will not have to enroll in two-step login. New retirees will have to use the two-step login.

### **6. Office of Communications - Josh Weinhold**

- Josh noted that the Arts and Letters website received a major overhaul this past summer. It looks better on all your mobile devices and has additional content that will be of interest to prospective students and parents. It also features a 'Discover' section with core

messaging about the liberal arts, research, global opportunities, the arts, and Catholic intellectual life in the College.

- The Office of Communications is hosting a Trivia Lunch in the Great Hall of O'Shaughnessy, at noon, Friday, October 7<sup>th</sup>. Go to [al.nd.edu/trivia](http://al.nd.edu/trivia) to sign up. The cost is \$10 and that includes pizza, you can pay at the door, five tables are still available, beverages and deserts cost \$1, and bring extra cash for additional games. The winning team will receive a traveling trophy and the hope is to have this become an annual event.
- The College has a branding tag-line for the College: "Study everything. Do anything." It has been trademarked and is featured prominently in all new marketing materials for the College. A signature line will be sent out to everyone in the College for your use, if desired.

### **7. Space – Matthew Fulcher**

- The Office of Communications moved to 101 O'Shaughnessy and ISLA moved to the second floor hallway in O'Shaughnessy.
- Africana Studies was renovated.
- East Asian Languages and Cultures, and Medieval Institute received AV packages.
- Approximately 20-25 offices were painted and carpeted in Decio.
- There were two projects in Riley Hall, one was completed and the other should be finished soon.
- FTT's space at Kenmore (an off campus facility) is receiving a racking system to accommodate their costumes.
- Our campus IDs are moving away from the magnetic strips to make them more secure. These IDs are supposed to work for parking gates and you will be assigned specific parking gates. More information will follow.

### **8. Moving/ARP-TD Ball**

- TD explained reasonable moving expenses. House hunting and meals are not reasonable expenses, they are taxable expenses.
- A faculty member can be reimbursed for a flight to Notre Dame through TravelND. Their request needs to go through their department. TD cannot prepare the reimbursement because he is the approver.
- If a faculty member used their personal car for moving, they can be reimbursed for gas or mileage, but not both.
- To simplify moving, TD suggested that the moving company send the invoice directly to TD.
- Regarding All Resource Planning (ARP), if you have a restricted account, you will have to do the non-salary portion which involves setting up a budget.

### **9. SAS – Laurie Mastic**

- Laurie introduced the current SAS committee: Noelle Elliott, Pam Hutchings, Olivia Williamson, Cheryl Lee, Marie Revak, Maribel Rodriguez, Rhonda Singleton, Terri Sweeney, and Wendy Wolfe.
- The first staff "Lunch and Learn" was about Zoom, presented by Randy Yoho from ALCO. Sixteen people attended, we had a good discussion, and learned a lot.

- The next “Lunch and Learn” will be about the elections, presented by Geoff Layman, Friday, October 14<sup>th</sup>, noon to 1:00 p.m., in 119 O’Shag.
- Lynda.com licenses were purchased for Arts and Letters use. You need to go through ALCO to get activated. More information will follow.
- Fall Break event will be a tour of the new ND press box, Wednesday, October 19<sup>th</sup>, at 9:00 a.m., followed by treats. More information will follow.
- SAS is also planning a Trivia Night but it won’t be in October. More information will follow.
- Next SAS meeting is Thursday, October 13<sup>th</sup>, in 339 O’Shaughnessy, at 9:00 a.m. Everyone is welcome to attend between 9:00 a.m. and 9:15 a.m.

#### **10. Breast Cancer Fundraiser – Mo Marnocha**

This is our 17<sup>th</sup> year of raising funds for mammograms screenings and/or diagnostic mammograms for those in need in St. Joseph County. This year we are going to compete with the College of Engineering. Last year we raised \$7,619.72 making our total over the years \$125,000. Mo wants us to beat Engineering! If you donate \$20 you may wear jeans through the whole month of October.

The meeting adjourned at 10:05 a.m.  
The next meeting is Thursday, November 3<sup>rd</sup>  
119 O’Shaughnessy