

College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, November 3, 2016

Offices Represented: Anthropology; Art, Art History, and Design; Arts and Letters Computing; Center for Children and Families; Center for Ethics and Culture; Center for Philosophy of Religion; College Seminar; Constitutional Studies; Creative Writing program; Cushwa; Design, Copy, and Logistics; East Asian Languages and Cultures; Economics; English; German and Russian Languages and Literatures; Glynn Honors Program; History; Institute for Scholarships in the Liberal Arts; Medieval Institute; Music; Office of Communications; Philosophy; Political Science; Program of Liberal Studies; Reilly Center; Rooney Center; Theology; Undergraduate Dean's Office; and University Writing Program.

Offices Not Represented: Africana Studies; American Studies; Center for the Study of Languages and Cultures; Classics; Computing and Digital Technologies; Film, Television, and Theatre; Gender Studies; Hesburgh Program; Institute for Latino Studies; Irish Language and Literature; Journal of Formal Logic; Maritain Center; Psychology; Review of Politics; Romance Languages and Literatures; Sacred Music; Shakespeare at Notre Dame; and Sociology.

1. Welcome – Rob Becht

Rob introduced new staff members:

- Kathleen Miller – Research Scientist in Psychology
- Kristine Alumbaugh – Office Coordinator in Art, Art History, and Design
- Diana Brown - Center for the Study of Religion and Society
- Allison Collins – Undergraduate and Special Projects Coordinator in the Department of Theology
- Hugh Burling – Research Assistant for the Center for Philosophy of Religion
- William Schmitt – Communication and Outreach Specialist in Cushwa Center
- Olivia Hall – Communications Specialist for the Center for the Study of Religion and Society
- Norman Vesprini, Piano Technology Program Manager, Department of Music

2. Undergrad Dean's Office – Joe Stanfiel

A committee was formed to review classroom hard allocations for the eTUSC process. The question brought up is should we go to hard allocations or some process that would guarantee departments' access to their allocations. There will be more meetings to help with recommendations for the end of the semester meeting with the directors of undergraduate studies. Linda Martello, from the Registrar's Office, attended the meeting; she said the whole system is going to be reviewed and changed.

3. Human Resources - Kim Patton

- Kim reminded us to fill out the NDVoice survey; November 4th is the last day.
- Open Enrollment ends tomorrow, November 4th.
- November 16th is Career Development day, more information will follow.

4. Space – Matthew Fulcher

The ID card system update will be delayed. The system's "go-live" date will occur next summer. Matthew will notify us of updates as the process evolves.

5. SAS – Laurie Mastic

- ALCO asked SAS to create a policy for the fair distribution of Lynda.com. licenses. If you're interested, contact alco@nd.edu.

Distribution of Lynda.com Licenses

Arts and Letters Computing Office (ALCO) will accept requests for use of 50 Lynda.com licenses.

- The 50 licenses will be issued on a first come/first serve basis -Please contact alco@nd.edu to request a license.
- Each license will be activated for 3 months per person
- Each person has the option to extend their 3 month period if there is no one on the waitlist
 - The request to extend must be submitted at least 5 business days before the expiration date
 - The extension will be for an additional 3 months
 - The license will automatically deactivate at the end of 3 months, email ALCO (alco@nd.edu) to request the extension
- Waitlist
 - All staff will be notified if there is a wait list
 - Out of consideration for those on the waitlist, please contact ALCO(alco@nd.edu) to relinquish your license if you are no longer using it

At the beginning of May, 2017 the license usage will be evaluated to determine if 50 licenses is an appropriate number for the college to continue to purchase.

- The next Lunch & Learn is November 28th at noon in 119 O'Shaughnessy. Anne Kolaczyk from OIT will be demonstrating Lynda.com and general information about online training in OIT and HR, including how to register for OIT classes.
- The fall tour of the press box, locker room, and football field was very enjoyable.
- Trivia Night is now November 18th, starting at 6:30 p.m., at Little Flower Catholic Church on Ironwood. Tables are still available and there will be a silent auction, raffles a door prizes at this event.

6. Office of Communication – Kate Garry

- Kate thanked everyone who contributed to the Trivia Lunch. They raised \$1200.
- The Office of Communication is in the process of transitioning 15old Arts and Letters template websites to a new more modern design.
- Be sure to contact Steve Koich with any web questions.

7. ALCO – Dave Mastic

- Adrion Rivera will be joining the ALCO team as Department Coordinator on Monday 11/17, replacing Amanda Sarratore.
- Faculty and students will have to use the two-step login starting in February.
- There are approximately 175 printers that ALCO supports. Randy Yoho is in the process of transitioning the support for the HP printers to Precision Printing. Precision Printing provides hardware support for printers using their toner. Precision Printing toner can be purchased through BuyND favorites. Printers under this program will be tagged with contact information for Precision Printing.

8. University Counseling Center and Care Consultants – Anna Detfelsen

Anna Detfelsen is a Care Consultant for the University Counseling Center and is assigned to the College of Arts and Letters to aid the undergrad students. The Counseling Center works as a triage for students that are usually struggling with depression, anxiety, or eating disorders and help them navigate to helpful resources on campus. Care Consultants brochures were distributed.

9. Business and Wrap-up (almost) Breast Cancer Fundraiser – Mo Marnocha

- As new faculty successful backgrounds are returned to the Dean's office, the email will be forwarded to you and you will know that your faculty member will shortly be set-up in the system. The signed offer will be in FileMakerPro.
- Tracy Biggs said the dates for visiting faculty on a Visa need to show the exact dates when they are going to be here. If they leave before their expected date you need to inform Leah Zimmer in ISSA, 1-4603.
For faculty who are retiring, we ask that you reach out to them re: their office space. While many retirees request an emeritus office, there are many who plan on moving their office to their home. The date for this move should correspond with their contract end date which is the day after graduation.
- The Breast Cancer Fundraiser Trivia Night will be on November 18th; please bring your friends.
- The bus trip was cancelled.

The meeting adjourned at 10:00 a.m.
Next meeting is Thursday, February 16, 2017
119 O'Shaughnessy Hall