College of Arts & Letters  
University of Notre Dame  
Staff Administration Meeting Minutes  
Thursday, February 16, 2017

**Offices Represented:** American Studies; Anthropology; Art, Art History, and Design; Arts and Letters Computing; Center for Children and Families; Classics; College Seminar; Constitutional Studies; Cushwa; Design, Copy, and Logistic Services; Economics; English; Film, Television, and Theatre; German and Russian Languages and Literatures; Glynn Honors Program; Hesburgh 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; Program of Liberal Studies; Psychology; Rooney Center; Shakespeare at Notre Dame; Theology; Undergraduate Dean’s Office; and University Writing Program.

**Offices Not Represented:** Africana Studies, Center for Ethics and Culture, Center for Philosophy of Religion, Center for the Study of Languages and Cultures, Computing and Digital Technologies, Creative Writing Program, Gender Studies, Journal of Formal Logic, Maritain Center, Reilly Center, Review of Politics, Sacred Music, and Sociology.

1. **Welcome** – Mo Marnocha
   ✦ Mo introduced new staff members:
   1. Tammy Kaczor, Office Coordinator in Psychology
   2. Jessica Likens, Project Coordinator in Psychology
   3. Melissa Denney, Parent Assistant in Psychology
   4. Geri Sult, Parent Assistant in Psychology
   5. Gretchen Nichols, Parent Assistant in Psychology
   6. Sandra Reihi, Parent Assistant in Psychology
   7. Ebony Arnold, Parent Assistant in Psychology
   8. Sarah Kamin, Parent Assistant in Psychology
   9. Wendy Gonzales, Assesment Coordinator in Psychology
   10. Margaret McVeigh, Administrative Assistant in Theology
   11. Amy Hoffman, Center Associate in the Center for the Study of Languages and Culture
   ✦ The Book Club will meet Tuesday, February 28th for the first discussion. It will take place in 119 O’Shaughnessy at noon and lunch will be served.

2. **Space** – Matthew Fulcher
   ✦ The move for Economics, Political Science, and Sociology into Jenkins-Nanovic Hall is in the final planning stages. This will start sometime in May. More information will follow.
   ✦ The report for all approved summer renovations will be announced at the next staff meeting.
   ✦ Anthropology will move into Corbett Hall over next Fall and Christmas Break.
   ✦ Psychology will move into Corbett Hall the following summer.
3. Office of Communication – Kate Garry
   ◆ Kate revealed the newly designed t-shirt with the Arts and Letters tagline, “Study everything. Do anything.” Kim Murry will email a form for you to fill out and everyone will receive the shirt.
   ◆ The photo shoot for the Senior Thesis will take place this Friday in the Great Hall of O’Shaughnessy. These students will receive the “Study everything. Do anything.” t-shirt. The early admit Arts and Letters students attending the “Welcome Weekend,” will also receive the t-shirt.
   ◆ The major’s outcome sheets project is complete. Contact Steve Koich if you need help putting it on your website.

4. Undergrad Dean’s Office – Joe Stanfiel
   ◆ Laurie Mastic made a swap network for eTUSC; if you would like to join, contact Laurie.
   ◆ The OnBase system is an online record system that is taking the place of paper records for students. The Admissions Office, First Year of Studies, and the Deans’ Offices are using the system but not the individual departments. We are exploring possible access for academic departments. Let Mo know how you use student records to help make this access possible.

5. Accounting – TD Ball
   ◆ TD is currently working on forecasting, which predicts where the College will financially end up at the end of the year.
   ◆ A committee is looking at alternative reports for GLEZ.
   ◆ The new Moving Policy addresses all reasonable expenses. This policy is on the Controller’s website. Faculty’s moving information is also in their offer letter. If you have any questions or concerns, contact TD.

6. Human Resources – Mo
   ◆ Information for the Spring Town Hall will be forthcoming.
   ◆ Benefit drop-in information is on the HR website.

7. ALCO – Dave Mastic
   ◆ Dave shared Zoom statistics; comparing last year to this year, the users tripled and six times more minutes were used. We will no longer use WebEx and Zoom costs 24% less. There are six rooms equipped in O’Shaughnessy Hall with the ability to Zoom, as well as one in Malloy and one in the Medieval Institute in the Hesburg Library.
   ◆ The move into Jenkins-Nanovic building will be challenging. This move includes Economics, Political Science, and Sociology. ALCO appointed team members: Randy Yoho will work with Political Science, Lauren Freda will work with Economics, and Chris Jones will work with Sociology.
   ◆ Dave addressed the issues everyone had yesterday with the A&L CorpFS shared file space. This was caused by old storage hardware which is being replaced. If you experience additional A&L CorpFS problems please report it by calling the OIT Help Desk at 631-8111. OIT is working on transferring the data to a more reliable storage solution.
Tuesday is the day for all faculty to begin using the two step login. Information on two step login is available here [http://oithelp.nd.edu/information-security/faq/safe/](http://oithelp.nd.edu/information-security/faq/safe/). If they don’t want to use the two step login, they can purchase a key fob.

Lynda.com is still available; if you’re interested, contact ALCO.nd.edu.

8. OIT – Paul Drake
We are moving email Listservs to Google Groups, which is more reliable. Paul demonstrated how to make this change. If you own a list, you will receive an email telling you to go to [listbuilder.nd.edu](http://listbuilder.nd.edu) and follow the steps. Training sessions are also available.

9. SAS – Laurie Mastic
Laurie introduced the current SAS committee: Noelle Elliott, Pam Hutchings, Cheryl Lee, Marie Revak, Maribel Rodriguez, Rhonda Singleton, Terri Sweeney, and Olivia Williamson. There is still one opening left on the committee, if you would like to join.

The winter workshop was very enjoyable. Over 50 staff tried screen printing, drawing, pottery, and poetry, followed by lunch in the Great Hall of O’Shaughnessy. Laurie thanked Olivia, Noelle, and Maribel for organizing this event and the Dean’s Office for funding the event.

February 21st is the next Lunch & Learn. Jessica Payne is the guest speaker and her topic is “Neural Science of Being Your Best Self.” Josh Weinhold will be the presenter at the March Lunch & Learn, regarding social media and April’s Lunch & Learn will be on “Thrive!”

More information will follow on the spring event.

Flex time policy may be used in one of the three following options: 8:00 a.m. to 4:30 p.m., with ½ hour lunch, 8:30 a.m. to 5:00 p.m., with ½ hour lunch, or 8:00 a.m. to 5:00 p.m., with 1 hour lunch. This should be determined by your office.

The meeting adjourned at 9:55 a.m.
Next meeting is Thursday, March 23, 2017
119 O’Shaughnessy Hall