

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, November 2, 2017**

1. Welcome – Michelle LaCourt

- Michelle introduced new staff members:
 1. Jason Comerford, Audience Development Program Manager, Shakespeare at Notre Dame
 2. Petra Farrel, Culture of Life Program Manager, Center for Ethics and Culture
 3. Pete Hlabse, Student Program Manager, Center for Ethics and Culture
 4. Kelly Huth, Undergraduate Studies Coordinator, Department of English
 5. Kevin Vaughn, Graduate Studies Coordinator, Department of History
 6. Paloma Garcia-Lopez, Associate Director, Institute for Latino Studies

2. HR- Kim Patton

- Remember to complete the Title IX training that was emailed to everyone; click the green check mark when you complete the training.
- Benefits Open Enrollment ends this Friday, November 3rd.
- There will be another Children’s Educational Benefit information session on November 7th, Eck Visitor Center, 7:00 – 8:30 p.m. This is for parents of children approaching college age.
- A session for navigating Medicare is on November 7th and on November 14th there will be an information session on Social Security, both are at 4:00 – 5:30 p.m., 102 DeBartolo.
- Mammograms will be back on campus November 27th and 28th.
- A Lunch and Learn with Fr. Brache and Fr. O’Connor on *Healthy and Respectful Ways to Communicate with Each Other at Work*, is scheduled on November 7th, 12:15-1:00 p.m., at Coleman Morse, 1st floor lounge. If you missed the first session you may still attend.
- Information on Skillport will be going out to faculty and staff on campus. Every month will have a theme, November’s is “Team Work”. On November 16th the webinar will be “True Grit, the Science of Success”. More information will follow.
- The Office of Diversity and Inclusion will have a workshop on Native American Awareness, on November 8th, 10:00 a.m. – noon, Monogram Room.

3. Office of Communication – Kate Garry

- Kate thanked everyone who supported the Trivia Lunch.
- New tools will be available for staff who work on Conductor websites.

4. Space – Matthew Fulcher

- Anthropology will begin moving to Corbett Hall on December 19th.
- Labs start moving December 26th.
- Music and Sacred Music will begin moving to O’Neil Hall on December 20th.
- Pianos start moving December 16th.
- Everything is scheduled to be complete by January 2nd.

5. ALCO – Clarence Helm

- Clarence reminded everyone to call the help desk first if you have issues.
- FileMaker Pro will be upgraded to FileMaker Pro 16. The application will be pushed out to all your computers.
- Clarence asked if you have any items you want to discuss at these staff meeting to let him know.

6. SAS – Laurie Mastic

- SAS Trivia Night was a great success, over \$2300 was raised. Laurie thanked everyone who donated, attended, or helped in any way. Next year's event is already be planned.
- Upcoming Lunch and Learn
 1. Nov. 15th, noon, 119 O'Shaughnessy, Marcia Stevenson from the library will talk to us about all the ways we can use the library.
 2. Dec. 13th, noon, 119 O'Shaughnessy, Lisa Boser from HR will present on Life Works Employee Assistance Program.
- The Fall Workshop on Improv and Comedy was enjoyable and entertaining.
- The Winter Workshop will take place during the first week in January. More information will follow.
- There will be 4 openings on the SAS committee. Self-Nominations will open in December. You may contact any SAS member.

7. Fundraiser Wrap-up – Mo Marnocha

- This was our 18th year of fundraising to support men and women who need mammograms or diagnostic mammograms. This year, so far, we raised over \$6,000 but not all the money has been collected. Mo recognized Kelli Brown for taking care of our blog over the years and Pat Base for consistantly participating in some way in the fundraiser. The Art Department's Chili Wars, Theology/Philosophy Departments' Monster Mash soup lunch, Office of Communication's Trivia lunch, Shaw Center's Chili Cook-Off, the Romance Department t-shirt sale, and the SAS Trivia Night all contributed to the success of this year's fundraiser.
- The Dean's Office is selling fleece jackets that have the logo "Study Everything-Do Anything", the cost is \$40 and a portion will be contributed to the fundraiser. This would make a great Christmas gift.
- Door prizes were drawn and there were many excited recipients.
- Mo said we are trying to be consistent with titles, particularly with Graduate and Undergraduate Studies Coordinators, if your title is different your supervisor needs to send a SPAF with the title change, please note under comments, title change only.

Next Meeting
February 15, 2018
Annenberg Auditorium, Snite Museum of Art