

**College of Arts & Letters  
University of Notre Dame  
Staff Administration Meeting Minutes  
Thursday, February 15, 2018**

**1. Welcome – Michelle LaCourt**

- Michelle reminded everyone that this is the busy budget time of the year and thanked everyone who helped in preparing for these meetings.
- Michelle introduced new staff members:
  1. Stephanie Hasse is the new Administrative Coordinator in ISLA, replacing Pat Base.
  2. MaDonna Noak is the new Administrative Coordinator in Cushwa.
  3. Cassie Rekos is the new Administrative Coordinator for ALCO.
  4. Daniel Stein is the Production Coordinator in O'Neill Hall.
  5. Matt Haines is the Facilities Coordinator in O'Neill Hall.

**2. ALCO – Tracy Weber**

Michelle introduced Tracy Weber who is the Senior Director of Customer IT Solutions who provided ALCO's updates:

- The file storage migration deadline date is July 31<sup>st</sup>. You should move your files to Google Drive or Box; ALCO will be working with you to navigate this move. There will be general information sessions that you are encouraged to attend. Dates for these session will soon be announced.
- There are many vulnerabilities out there and it is very important that we keep our operating systems updated. If you have an older system, ALCO will be reaching out to get them up to date.

**3. Undergraduate Office – Joe Stanfiel**

- Course Leaf is replacing eTUSC. Course Leaf puts courses into the system and also arranges seat allocations and classrooms. The Registrar should already have contacted you and you should be undergoing training. Joe asked that you help your faculty with the class forms. If you encounter any problems with the new system let Joe know and he will inform the Registrar's Office.
- The academic code is amended for grade changes. Once a grade is submitted properly, if you want to change that grade there are only two excuses for that: if an error was made either putting in the grade or if an error was made calculating the grade. Faculty can no longer respond to student appeals. Going forward, a change needs the approval of the chair of your department, not the DUS. It wasn't clear to Joe that the graduate level grade changes are subject to the same procedure. This week an outline of the procedure will be sent to all faculty informing them when they are supposed to submit grades and the protocol for any grade changes.

#### 4. **Mo Marnocha – Miscellaneous Information**

- Until academic year 2018/2019 salaries are finalized you cannot calculate Summer Session salaries. You will have to wait until the first week of May. Remember to check the number of students enrolled in the class, if the threshold isn't met, the course will be canceled.
- Changes were made again to the moving language; it is located on our [website](#).
- Remember to put the new hires' information in FileMaker Pro, including the draft of the offer letter. This step also helps to secure office space and a computer.
- Always remember to RSVP for events, either "yes" or "no" by the date requested.

#### 5. **HR – Kim Patton**

- Kim gave a list of employee resource groups for faculty and staff:
  1. *Management Certificate Program*, is a great program but you do need to have a project and attend both fundamental workshops sessions scheduled on March 6<sup>th</sup> and March 7<sup>th</sup>. You may register through Endeavor.
  2. *Thrive*, is a mentoring program for women but men may join too. On February 22<sup>nd</sup>, they will have women leaders in college sports. This information is located on ND's website.
  3. *Young Leaders at Notre Dame*
  4. *Spectrum, LGBTQ Program*
  5. *Black Faculty and Staff Association*
  6. *Adelente, Hispanic Staff and Faculty Group*
  7. *International Group*
- Make sure that you register for a "We Are All ND" session if you have not already taken one; they are scheduled up until April 25<sup>th</sup>.
- Supervisors need to go through Hiring Game Changers and Multi-Cultural Competencies.

#### 6. **Office of Communication – Kate Garry and Kim Murray**

- The Office of Communication will be distributing new display stands to your departments. This will include the new *View Book, Outcomes* booklet, and the major-specific outcomes handout for your department. There is a sticker on the back of the display case informing you how to order more materials. You can order these and other marketing materials anytime at [al.nd.edu/orderform](http://al.nd.edu/orderform).
- Kate thanked everyone who participated in the Web Admin's Unite Group. There will be an upcoming session on dealing with images on Conductor, more information will follow.

#### 7. **Space – Matthew Fulcher**

- Crossroads update: Over Winter Break Sacred Music and Music moved into O'Neill Hall and the Anthropology Department moved into Corbett Hall.
- Plans are in place for the Department of Psychology's move to Corbett Hall this summer.
- *Waddicks'* name will change to *Charron Commons* and will serve coffee and pastries. This space will include *Waddicks*, the art gallery, and hallway. The art gallery will move to Riley Hall.

## **8. SAS – Olivia Williamson - President**

- Olivia introduced the current SAS members: Cheryl Lee - Vice President, Jessica Likens – Secretary, Noelle Elliott - Media Officer; Kristine Alumbaugh, Kim Murry, Jenny Petersen, Marie Revak, Christine Grandy, and Tammy Kaczor.
- “Lunch and Learn” is scheduled for tomorrow with Julie Boser, Benefits Program Manager from Human Resources. The discussion will be about Life Works Assistants Program and how it can help you.
- Next “Lunch and Learn” is March 7<sup>th</sup> in 119 O’Shaughnessy, we will have Mitch Yaciw from Unity Gardens talking about seed starting and spring gardening tips.
- Spring Break staff event on March 14<sup>th</sup>, will feature *The Post*, in the Browning Cinema. Details will follow.
- Emily Matz acknowledged that March 20<sup>th</sup> is “International Happiness Day”. SAS decided to celebrate by having a large Happiness Board for anyone to add a message. More information will follow.
- Next SAS meeting will take place on March 7<sup>th</sup> in 339 O’Shaughnessy. The first 15 minutes is an open forum. If you have any issues you are welcome to join the meeting or you may email one of the SAS’s members with your concerns.

## **9. Economic Department – Marie Revak**

Marie is the Department Coordinator for Economics. She is responsible for the support of the chair and the associate chair, recruiting, appointments, leaves, renewals, and promotions. The Economic Department averages 40 visitors a semester and they host 5 mini-conferences. Their biggest change was their move from Flanner Hall to Jenkins Nanovic Hall last summer. Juli Tate oversees the Graduate Department for Economics and does all reimbursements for guests. Shannon Carter manages the Undergraduate Program, supporting the DUS. The Undergraduate Program has quadrupled in size since 2005; it now has a total of 1,058 students.

**The Meeting Ended at 9:45 a.m.  
Next Meeting is March 15, 2018  
119 O’Shaughnessy Hall**