

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, April 26, 2018**

1. Welcome – Michelle LaCourt

Michelle introduced Maggie Vosters who is the new Assistant Director in CSLC.

2. Undergrad Dean's Office – Joe Stanfiel

Joe talked about items that will be discussed at the DUS meeting next week:

- It was decided there will be no B.A., or M.A., Program with the Keough School.
- The Registrar's Office said there needs to be 37 1/2 hours of contact time for transfer courses. We have a minimum of 4 weeks.
- The only classes freshmen are required to take are: University Seminar, Writing and Rhetoric, and a Moreau first year experience 1 credit course.
- The Registrar's Office will email a report every week to faculty who may have a student who dropped or withdrew from their class.
- The Law Fair will be taken over by the Career Center; Anita Reese will be the contact person.
- Restrict your 30000 and 40000 level courses so that first year students are not able to take the class. These levels are for students who have a lot of exposure to the discipline.

3. HR – Kim Patton

- Endeavor is due.
- The Benefit's Team has drop-in times every other Monday. The next one is April 30th, from 3:00 p.m.-4:00 p.m., in Grace Hall, 200 Conference Room.
- A Financial Workshop is coming up on May 3rd, from 11:00 a.m.-12:00 p.m. and 4:30 p.m.-5:30 p.m., in DeBartolo Hall.
- All non-exempt staff have an opportunity to apply for the Fred Freeman Scholarship, due June 1st.

4. Miscellaneous – Mo Marnocha

- Going forward the Dean's Office will control the department chair Google list, and DGS Google list. Brenda Teshka will control the DGS Google list.
- Remember the departments control their own Google lists which become sub-lists. These sub-lists together become our big list.
- The Inside-Outside Award is coming up, remember to nominate people.

5. Space – Michelle LaCourt

Michelle welcomed Allison Collins, new to the Dean's Office working with Matthew Fulcher and Adrion Rivera.

6. ALCO – Kristen Morin

- Kristen will manage ALCO and also the staff who support the Center for Creative Computing Labs in DeBartolo and Riley Hall.
- Over the summer NetFile is going away. You will receive information from OIT about a tool to help you select where you want information from your personal netfile space to be stored going forward. The choices are Box or Google Drive. If you don't select by August 5th, your information will go to Google Drive.
- Data protection tool will be implemented this summer. This will protect any sensitive information in our computers. The administrative side will become familiar this summer and enabling them to assist their faculty when they return for the Fall Semester. OIT's goal is to do this every year to make our computers safer.

7. SAS – Olivia Williamson

- We will volunteer at Unity Gardens for our summer staff event. The Date is Tuesday, May 29th with a rain date of May 30th. Lunch will be provided. Remember to bring a hat, gloves, sunscreen, small garden tools, water, and a chair.
- Consider helping for our Diploma Ceremony; you will be paid, receive lunch, and get a polo. Contact Karin Dale.
- The last SAS meeting for the semester is May 16th at 9:00 a.m. at the Shaw Center. You may Zoom in if you cannot attend.

8. Office of Communication – Kate Garry

- University branding is evolving slightly. You don't have to throw away any materials that you have but you should begin to use the new branding as you create new materials for the next academic year and beyond.
- Kate introduced Tim Legge, the Creative Director for Marketing Communications, who shared information about the new branding. College version of ND logo is changing to match the treatment for NDI and ND Research. Department-specific versions of the mark are being created for the first time. Files will be available in July.
- Kate and Chantelle will offer a lunch & learn early in fall semester. Contact Kate or Tim with any questions in the meantime.

9. Branding Standards – Tim Legge

Tim spoke about the history of Notre Dame's brand standards and presented a PowerPoint with the new logo variations. *On Messagend.nd.edu* lists the standards, guidelines and best practices for materials you need to create. The templates will also be updated to reflect the changes. Your individual department logo will probably be put in *Box* not in *On Message*. If you have any questions you may contact Tim.

**The meeting ended at 10:00 a.m.
The next meeting TBD**

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