

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, March 28, 2019**

1. Welcome – Michelle LaCourt

- Mo's position has not been posted yet but will be announced on the staff listserv.
- Michelle thanked everyone who volunteered to work for our Diploma Ceremony. If you are still interested, let her know.
- At the end of this meeting UPS will be presenting a refresher on shipping. If you already have attended the talk, you may leave the meeting.

2. Development – Kat Gardner

Kat expressed the importance of endowment reporting and how she relies on us to help. She congratulated Arts and Letters because they are usually the first to send in all their reports. Kat will send out a link to the platform next week to those who manage the reporting in their office. If you don't receive the email, you may contact her at kgardne3@nd.edu.

3. Office of Communication – Josh Weinhold

- Elicia Dennis is holding office hours in Cherron Commons today and tomorrow from 9 a.m. to 10 a.m. If you have any web questions, you may meet with her; Elicia will be wearing her gold nametag.
- Josh reminded us to post events on your department's website during the summer.

4. HR – Kim Patton

- Mammograms on campus will be on April 5th, 8 a.m. – 4 p.m., Joyce Center, Gate 3 and April 16th, 9 a.m. – 5 p.m., Joyce Center, Gate 3.
- There is a Town Hall meeting tomorrow at 9 a.m. in Washington Hall.
- Endeavor is due May 15th.

5. ALCO – Kristen Morin

- OIT sent out an email regarding Zoom reporting. The utility that moves Zoom recordings to Google Drive will be retired. Zoom automatically stores Cloud recordings. To access these recordings, login to the Zoom website, <https://notredame.zoom.us> and click on the Recording link.
- In the coming months the OIT team will be conducting a computer inventory in your office. This includes the faculty computers off campus. If you have any ideas how to help with the off campus computers, contact ALCO.
- OIT will be switching our NetID to a tool called OKTA, on July 27th. This will involve a two-step authentication. If you leave for the summer, remember to enroll before you leave because all the changes will take place during the summer. Enroll on a computer not a mobile device because it does not work well. We will receive more communication on this next week. If you are interested, someone from ALCO will attend your department meeting to present this change to your faculty.

6. SAS – Olivia Williamson

- Olivia thanked everyone who attended the Crocheting Lunch & Learn; it was well attended.
- The topic for the next Lunch & Learn is “Sleeping with Your Baby” with Jim McKenna, Endowed Professor of Anthropology. This will be on Wednesday, April 17th, 12p.m. – 1p.m, in 119 O’Shaughnessy Hall.
- The next SAS meeting is Thursday, April 18th, at 9 a.m., in 376 Corbett Hall. The first 15 minutes are a public forum. Feel free to stop by and voice any concerns.

7. Space – Matthew Fulcher

- Latino Studies moved from McKenna Hall to the 3rd floor of Bond Hall.
- The History Department is scheduled to move to the 4th floor of Decio during the summer but the construction may extend into September.
- First year studies is closing and we are asked to house 4 of their first year advisors. More information will follow.

8. Ultra Time – Mo Marnocha

The tutorial for the changes in Ultra Time that was supposed to be emailed by the end of March will now be emailed on April 30th.

9. UPS Refresher – Jonathan Hall (ND), Kelly Davis (UPS), and Nathan Hoover (UPS)

The UPS team gave a demonstration of how to use their online shipping form. If you need help setting up a UPS account, contact Jonathan Hall. Handouts were distributed.

The Meeting Ended at 10:00 a.m.

Next Meeting is April 25, 2019

9:00 a.m.

119 O’Shaughnessy Hall