

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Wednesday, Sep. 25, 2019**

1. HR – Kim Patton

- *Irish Health Fair* will be Oct. 22nd and 23rd, in Dahnke Ballroom. More information will follow.
- *Open Enrollment* will begin Oct. 15th and end Nov. 1st.
- Health screenings will end on Nov. 8th. You may schedule your screening at the *Wellness Center* by appointment. If you missed your flu shot last week you may also receive it during your biometric screening at the *Wellness Center*.
- Emails went out regarding *We Are All ND*. It is mandatory for all staff who are not in a supervisory role to attend a session. Please consider signing up for the waitlist for a spring session. If you have already attended a class, you do not need to repeat it.

2. ALCO – Kristen Morin

- Contact ALCO, alco@nd.edu, for any computer requests.
- Thomas Vorenkamp will replace Cassie McCann in ALCO's office. He will start Sept. 30th. Nate Krakowski will join ALCO's team on Oct. 7th. Tim Checkley will remain our AV support for this fall but will move to the *Keough School of Global Affairs* for the spring semester.
- Microsoft will no longer support Windows 7 starting January 2020. ALCO is working with OIT to create and test a seamless way to upgrade all Windows 7 PC's (desktops and laptops) to Windows 10. The upgrade takes up to 4 hours, so faculty and staff may want to proactively schedule their upgrade at a time that is convenient for them. Any faculty who have University devices off campus must bring the devices on campus for the upgrade. Many A&L computers have been upgraded to Windows 10 already, so this only affects those faculty and staff machines still running Windows 7. If people have questions, they can contact the OIT Help Desk for assistance.

3. Academic Space – Matthew Fulcher

- 119 O'Shaughnessy now houses four First Year Advisors and the Career Program Manager. A student worker will be the administrative assistant for that office.
- 242 O'Shaughnessy is our new conference room. You can reserve it now but the AV equipment will be set up sometime in November.
- 131 Decio was updated. This space now has an AV system, and seating for 15-20 people.
- The Department of History will move to the 4th floor of Decio in November.
- Building Services cleaning changes:
 - Trash will be removed from offices once a week.
 - Office cleaning will be once a month.

- Kitchen areas will have trash moved daily, five days a week.
 - Conference rooms and reception areas will be cleaned once a week.
 - Labs will be cleaned once a week but will look at specific needs to determine the cleaning schedule.
 - If you have any rooms that need immediate attention, request Housekeeping through AIM.
- O'Shaughnessy Hall will not be open for home football games.

4. Office of Communication – Kate Garry

- The Trivia Lunch, breast cancer fundraiser, will take place on Friday, Oct. 18th, from noon -1:15 p.m., in the Great Hall of O'Shaughnessy. Only 11 tables are available, 10 person teams, at \$150 a table. This includes pizza, drinks, desserts, mulligans and mini-game entries for all team members. You may sign your team up at al.nd.edu/trivia.
- Elicia Dennis, our *Web Content Strategist*, has drop-in office hours in 339 O'Shaughnessy, every Wednesday, from 9-10 a.m. She will help with any web questions. She also has a session on Oct. 8th, on Monsido, from 11-noon, in 242 O'Shaughnessy. Monsido is a great service that tracks any quality control issues on your website.

5. SAS – Olivia Williamson

- Olivia explained that the SAS committee plans events and is the voice for the staff in our College. She introduced the members: Olivia Williamson, *President*; Jenny Petersen, *Vice President*; Jessica Likens, *Secretary*; Noell Elliott, *Media Officer*; Kristine Alumbaugh, Christine Grandy, Kelly Huth, Tammy Kaczor, and Kim Murray.
- SAS rolled out a new initiative called “Done Well Wall.” Staff and faculty are encouraged to recognize the awesome work we do for our College. There is a Google Form submission on our website: alsas.nd.edu – “Links and Resources” – “Done Well Submission Form.”
- If you have an idea for an event there is a submission form: alsas.nd.edu – “Events” – “Ideas for Events.”
- The next Lunch and Learn is Sept. 26, at noon, in 376 Corbett Hall. The guest presenter is Kim Zobrosky. Kim is the breast health services coordinator at United Health Services of St. Joe County.
- The SAS Committee is sponsoring a t-shirt sale and tailgate. You may pre-order t-shirts now at alsas.nd.edu – “Events” – “Breast Cancer Fundraiser” - <https://alsas.nd.edu/events/breast-cancer-fundraiser/>. The tailgate is on Oct. 11th, from noon to 5:00 p.m., located on the lawn between O'Shag/Decio/Stadium.
- Next SAS meeting is Thursday, Oct. 17th, at 9:00 a.m., in 107 Malloy Hall. The first 15 minutes are a public forum.

6. Welcome – Michelle LaCourt

- Michelle introduced the new staff members:
Dawn Foster, Arts and Letters Dean's Office; Marty Whalen, Jr. Arts and Letters Dean's Office; Salonee Seecharan, East Asian Languages and Literatures; Birgit

Deymann, Economics; David Smiley, History; Scott Hurbough, Lab for Economic Opportunities; Leigh Lynes, Lab for Economic Opportunities; Brendan Perry, Lab for Economic Opportunities; Amber Petras, Lab for Economic Opportunities; Kelli Reagan, Lab for Economic Opportunities; Brady Ruffing, Lab for Economic Opportunities; Erica Loding, Philosophy; Becky Badger, Program of Liberal Studies; Daniel Henreckson, Psychology; Lindsay Paturalski, Psychology; and Sherry Nadai, Theology.

7. Office of Institutional Equity – Erin Oliver, J.D.

Erin Oliver is the *Assistant Vice President and Title IX Coordinator* in the Office of Institutional Equity. Erin introduced herself and informed us of the resources that her office provides. If you have any concerns you may contact her, erin.oliver@nd.edu or 631-7286. You may also contact the ND Integrity Line, 1-800-688-9918 or file a report, globalcompliance.com.

8. Interfolio Training – Dawn Foster

- Dawn added to what Erin Oliver said: you may come to the Dean’s Office with your concerns or contact an ombudsman. There are two in the University. They offer options to help with your issue.
- Dawn introduced herself and spoke of her revised position in our College. She works with faculty and Allison Collins works with the staff.
- Interfolio changes:
 - Dawn is now the main approver and Michelle is her backup.
 - When sending a position through, Dawn is looking for the term “Preferred Candidate” in the title instead of the candidates name; a close date, if not a close date, then the date you will start reviewing applications; and lastly Dawn is looking for qualifications.
- An Interfolio refresher training session with Joe Lyphout will be scheduled. More information will follow.
- OnBase training will also be scheduled. More information will follow.

Meeting Ended at 10:00 a.m.
Next Meeting is October 30, 2019
9:00 a.m.
Montgomery Auditorium