

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Wednesday, Oct. 30, 2019**

1. Welcome – Michelle LaCourt

- Michelle reminded everyone that our business hours for Thursday, Oct. 31st, may be adjusted 8:00 a.m. to 4:30 p.m., with a half-hour lunch. Of course this is contingent upon the needs of your offices and the direction of your supervisors. Happy Halloween!
- On the budgeting front, for those who help with ARP, a forecasting deadline will be coming up in January. The University is talking about doing a five year forecasting plan; as we learn more about this, we will pass it along.
- New Staff: Nicki Holt, in Art, Art History, and Design; Thomas Vorenkamp and Nathan Krakowski, Arts and Letters Computing Office; Christopher Kelly, Lab for Economic Opportunities; Derek Williams, Political Science; Chase Fortier, Lelia Harig, and Jori Waner, Psychology; and Kathryn Van de Loo, Theology.
- This year we raised \$2,900 for our Breast Cancer Fundraiser. Michelle thanked everyone who contributed and participated.
- If you have any ideas of speakers for our future meetings, contact Michelle or Allison Collins.
- Everyone enjoyed our Book Club luncheon and discussion last Wednesday, October 23rd. The final gathering will be on December 3rd, at noon, in 242 O'Shaughnessy, and lunch will be provided. The author, Bob Schmuhl, will join us. If you have suggestions for books to read for our Book Club, contact Michelle or Allison.

2. ALCO – Clarence Helm

- ALCO is now fully staffed, so in the coming year our consultants will ask to attend departmental meetings, to better understand their technology needs.
- If you have a MAC or an Apple computer, do not upgrade to Catalina. Every year a new OS is released but this OS has a lot of issues.
- Microsoft will no longer support Windows 7 starting January 2020; computers will need to be upgraded to Windows 10. An update weekend will take place where an icon will pop up on the bottom right hand corner of your computer, you will click ok and let your computer do the overnight upgrade. Windows 10 will be Microsoft's last operating system to be released. Every year there will be a large upgrade for Windows 10; we'll have to do this in order to be in compliance with Microsoft.

3. Academic Space – Matthew Fulcher

- The History project in Decio Hall is on schedule and will wrap-up by Thanksgiving. The move date will be determined soon.
- The custodial policy that was scheduled to go into effect over Fall Break did not happen. They are still working out scheduling; Matthew will let us know when it goes into effect.

- Matthew noted the construction noise being made in O’Shaughnessy Hall for the new Data Ethics Center. This center will house the CDT and Data Science Minor. The furniture is scheduled to arrive during Christmas Break.

4. Office of Communications – Josh Weinhold

- “The Week@ND” is going to a new format with a shorter email for featured events and then linking everyone to a webpage. You can continue to submit events by emailing theweek@nd.edu.
- Majors’ night planned by the First Year of Studies is next Thursday. If your DUS has a table, make sure they have enough material to hand out to students. You may go to al.nd.edu/orderform, to request materials for this event.
- The Alumni Association has launched a new platform called “Think ND”. This is designed to give alumni opportunities to learn from Notre Dame faculty. The Alumni Association is looking for multimedia content: videos, lectures, podcast, etc. You may recommend materials for them to feature by emailing, think@nd.edu.

5. SAS – Olivia Willamson

- The SAS Tailgate Fundraiser raised over \$1200. Olivia thanked everyone who supported this event. SAS has t-shirts still available for purchase.
- The “Done Well Wall” had the following staff members recognized: Elicia Dennis, Office of Communication; Erica Loading, Department of Philosophy; Celeste Lourigan, Department of Political Science; and Tina Elkins, Design Copy and Logistics (DCL).
- The next “Lunch & Learn” is today with Rochelle Jones from the Registrar’s Office. She will be talking about how to answer student questions when they register, Courseleaf, TUSC, reports, and standard or custom reports that the Registrar can run for you.
- The next “Lunch & Learn” will take place on November 13th, in 242 O’Shaughnessy, at noon. Maureen Jamieson, from Premise Health, will explain how to read and understand nutrition labels.
- The next SAS meeting is Thursday, November 21st, 9:00 a.m., in 242 O’Shaughnessy. The first 15 minutes is an open forum, anyone is welcome.

6. Career Program Manager – Marty Whalen

Marty introduced himself and said that Arts and Letters is the only College that has a Career Program Manager. Marty has an office in 119 O’Shaughnessy Hall and the Career Center. Marty’s job has three goals: 1) student engagement, 2) employer engagement, and 3) communication between the Career Center and the Arts and Letters College. Marty wants to prepare our students with articulate communication skills.

7. United Health Services – Kim Zobrosky

Kim works for the Breast Health Program at United Health Services. This program is for men and women who need mammograms or diagnostic mammograms. Kim also helps those who are in need by supplying gas cards, grocery money, or pharmacy funds.

Kim appreciates our support with this effort. Brochures were distributed with information for contacting Kim at United Health Services.

**The Meeting Adjourned at 9:45 a.m.
Next Meeting is February 19, 2020
9:00-10:00 a.m.
242 O'Shaughnessy Hall**