

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Wednesday, Feb. 19, 2020**

1. Welcome – Michelle LaCourt

We partnered with a MBA class who is working on a process improvement project, to look at *Design, Copy, and Logistics* (DCL) in our College. They are looking at ways to refine receiving orders and billing. You may be asked to complete a customer survey regarding your experience with the copy center.

2. Office of Communication – Kate Garry

- Arts and Letters early admits will be visiting campus this Friday.
- Dean Mustillo started an internal monthly newsletter for all faculty and staff. If you have any ideas you want to be included, email Kate kategarry@nd.edu.

3. ALCO – Ryan Maure

- Windows 10 operating systems will receive a pop-up for you to update on your computer, so it remains current. This will begin next Friday, Feb. 28th and needs to be done by March 20th. If it's not done by March 20th, it will automatically update itself.
- Windows 7 is no longer supported. If you know of anyone who hasn't updated their computer, they must do so.
- Office 2016 support will end in September. More information will follow.
- Lenovo ship time is currently anywhere from 35 to 50 days. If you need to order computers for faculty, it may take a while.
- March 11th and March 12th, OIT is putting on a *Taste of Technology*. There will be 15 different 35 minute sessions. This will take place in Mendoza. You can find the schedule on OIT's website, oit@nd.edu
- Will Brucker will conduct a college-wide needs assessment; he plans to reach out to chairs and administrative staff to schedule times for this.

4. Academic Space – Matthew Fulcher

- The History Department moved into Decio Hall, in December. Their address is 433 Decio.
- ISLA will move to the 3rd floor of O'Shaughnessy, we expect this to be completed by May.
- The Classics' faculty will be moving from Decio Hall into the space formerly occupied by ISLA, in O'Shaughnessy.

5. SAS – Jenny Petersen, SAS Acting President

- Becky Badger, from PLS, is the newest SAS member.
- SAS is putting together donation boxes for veterans who are deployed. An email will be sent out today with item suggestions and drop box locations.

- Last weeks' *Lunch & Learn* with Professor Megan Sullivan was exceptionally interesting but she was only able to cover half of her material. SAS is scheduling a "round two" so she can complete her lecture. More information will follow
- Professor Brooke Ammerman, from the Psychology Department, will be the next *Lunch & Learn* guest speaker, on March 5th, in 242 O'Shaughnessy, at noon. She will speak about student age metal and emotional health, and how to recognize warning signs.
- The *Lunch and Learn* scheduled on April 8th will be with Mitch from Unity Garden. More information will follow in the SAS Newsletter.
- The *Lunch and Learn* scheduled on April 29th will be with Professor Geoffrey Layman. He will discuss the how primaries work. More information will follow in the SAS Newsletter.
- The Spring Break event will be at *Board & Brush* on March 12th and March 13th. The invitation went out yesterday. Materials, snacks, and wine will be available. If you weren't able to sign up, there is a waiting list.
- A beach day is being planned for a summer event. More details will follow
- A *Done Well* shout out went to the following staff members: Chloe Leach, Alissa Doroh, Janet Rudasics, Katie Schloteldt, Kristine Alumbaugh, Megan Snyder, and Thompson Guster. Going forward, all those who are awarded a *Done Well* will be entered into a raffle to win a gift certificate to MacAllister's Deli. Each winner will be announced at the staff meeting. Chloe Leach won the gift card raffle.

6. **Audit & Advisory Services** – Jeremy Miller, *Assistant Director of Audit & Advisory Services*

Jeremy spoke about the various services they provide. They report directly to the Board of Trustees and a secondary line to Fr. Jenkins. Their department has unlimited access to everything dealing with the University. They help the University reach their objectives by identifying risks. Audit & Advisory Services operates as an oversight function by providing audits, they evaluate policies and procedures, they do consulting engagements, they assist executives with special projects, and they conduct investigations of suspected wrong doings. If you have any concerns you may contact Jeremy, jmiller4@nd.edu.

7. **Fr. Jim Bracke**

Fr. Bracke invited us to a healing prayer for any concerns we may have. This is scheduled on March 4th, 12:15 p.m., at Stinson – Remick Chapel.

On Ash Wednesday, Fr. Bracke and Fr. Tim will be distributing ashes at the following locations:

9:00 a.m. - Library

10:00 a.m. – OIT

1:00 p.m. – Grace Hall

2:30 p.m. – North Dinning Hall

Meeting adjourned at 9:33 a.m.
Next meeting is March 25, 2020
9:00 a.m. in 242 O'Shaughnessy Hall

