

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Wednesday, April 29, 2020**

1. Welcome – Michelle LaCourt

- Michelle thanked Allison Collins for arranging this meeting and for sending out the virtual Spring 2020 Town Hall meeting link, <https://evp.nd.edu/town-halls/>. Michelle encouraged everyone to watch the Spring Town Hall.
- Essential spending decisions are rooted in protecting our people and our core mission. Our University is trying to preserve cash and is experiencing a reduction of revenues. We don't yet have an idea of what the Fall Semester may bring, but Michelle thanked everyone for their efforts, flexibility, and patience during this time.
- Michelle appreciates everyone who volunteered to help out in other areas of the College. Email Michelle if you are interested in helping. If you have any ideas of how to become more efficient, email or call Michelle.
- Michelle thanked the following groups for their efforts:
 - ALCO, for their help as we transitioned to a remote work environment
 - SAS, for the virtual care package that was sent out to the team.
 - Everyone, for their caring emails and phone calls.

2. ALCO – Kristen Morin

- Since we moved to online learning and remote working, a service need has evolved due to our large virtual meetings. Zoom Webinar is a feature that gives the host more control over the meeting participants. OIT has purchased several licenses that you can rent. If you are aware of your faculty wanting to host a larger meeting, contact ALCO for more information. If you want a professional recording, ND Studios can help with this. Costs and details of the service can be found [here](#).
- The Hammes Hub (inside of Follett Bookstore) provides hardware repair for University computer devices. They have reserved service as of April 27th. If you have computer issues, please contact the OIT Helpdesk, oit@nd.edu or 631-8111.
- *The Taste of Technology* event that was canceled in March will be held as a virtual series throughout the month of May. You may find the schedule [here](#).
- The CWP has been suspended for the foreseeable future. All new faculty starting this fall will get a new computer using CWP funding. Any other computer that is eligible for CWP replacement is no longer eligible. ALCO will be working with the OIT to keep equipment functioning as long as possible. If repair is needed, CWP funding will help with most of the cost. If a computer's repair cost is more significant than the current market value of the computer, then an exception will be considered. For faculty who purchase personal equipment outside of CWP, no reimbursement will be considered. Furthermore, we need to remind faculty that data security risk and licensing restrictions may exist if they use personal

devices for University work. Procurement of computers using grant funds is still permitted.

3. Academic Space – Matthew Fulcher

- All projects on campus are being considered on a case-by-case basis.
- The ISLA/Classics project that is taking place on the 3rd and 2nd floor in O’Shaughnessy will continue and hopefully be completed this summer.
- The German and Russian project that is taking place on the north end of Decio Hall will also be completed.
- Other projects are be considered.

4. Office of Communication – Kate Garry

- Communications to prospective students needs to be wrapped up by May 1st. This is regarding Admissions lists of students who showed an interest in your department.
- Make sure that the virtual event taking place in May is called Degree Conferral not Commencement. The 2020 Commencement was moved to Memorial Day weekend in May of 2021.
- The events on your department’s webpage that you were instructed to mark canceled, you may now delete. If you have any virtual events, let the Office of Communication know so they can help spread the word.
- Do not put 1st day of classes and other dates on your calendars until further notice.
- Kate thanked everyone for keeping up career pages on their websites. This site is valuable for student recruitment and has shown a lot of recent activity.

5. SAS – Jenny Petersen

- SAS put together a virtual care package for body, mind, spirit, and children’s well-being. Email any member of SAS if you have anything you may want to add to the care package.
- Meghan Sullivan, Lunch and Learn, Part II, will take place April 30th at noon, Zoom link: <https://notredame.zoom.us/j/91758436181>
- A “come as you are” social lunch get together, will take place on May 4th at noon, via Zoom.
- The *Done Well* Wall recognized Christine Grandy and Erica Loding from Philosophy, as well as Chloe Leach from the Dean’s Office. Erica Loding was the winner of the MacAllister’s Deli gift card.

**Meeting adjourned at 11:38 a.m.
Next meeting TBD**