

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Wednesday, Sept. 23, 2020**

1. Welcome – Michelle LaCourt

Michelle thanked everyone for filling out the survey requesting additional masks and plexiglass desk shields. The deadline date for these requests is September 28th.

2. SAS – Becky Badger

- Today, September 23rd and tomorrow September 24th, there will be a Seed/Bulb/Plant/Gardening Supply Exchange, from 11:00 a.m. to 1:00 p.m., in the courtyard between Malloy and O’Shaughnessy Halls.
- You may still participate in the *Board and Brush* event that was cancelled in the spring. Check *Board and Brush’s* website to set up a time and inform them that you are with Arts & Letters and it is prepaid. Or, you may contact *Board and Brush* and they will create the kit for you and you can pick it up.
- Lunch & Learn with Megan Sullivan is October 14th and the topic is *Pandemic Anxiety*. A zoom invite will be sent out.
- Fr. Bracke and SAS’s staff created a Google Form for prayer request. Fr. Bracke is also available for Zoom meetings, or via email, Bracke.4@nd.edu.
- The next SAS meeting will be October 1st; a reminder will be sent out. A Public Forum is available from 9:00-9:15 a.m. for any staff member who may have questions or concerns.
- There are SAS Committee vacancies: There is currently one opening, another opening at the end of September, and another at year’s end. The term to serve is two years. An email to join will be sent next week.
- *Done Well* awards for 2020 are as follows: Thomas Guster, Kristine Alumbugh, Allison Collins, Birgit Deymann, Jenny Petersen, Margaret McVeigh, Sherry Nadai, Marie Revak, Megan Snyder, Celeste Lourigan, Lauri Roberts, Kevin Wangler, Olivia Williamson, Jo Ann Norris Erica Loding, Katie Nesser, Kate Van de Loo, Greg Endicott, Michelle Thornton, Becky Overmyer, Allisa Doroh, Linda Martellaro, and Rochelle Jones.

3. ALCO - Kristen Morin

- The CWP program has been suspended for now. ALCO cannot order new computers or replacement machines. If you are having problems with your computer, you can contact the OIT helpdesk. If the repair cost is extensive, then you may get approval for a new computer.
- Zoom originally wanted us to use a passcode or a waiting room, starting this Sunday but that has been postponed until later in the year. Right now you can get rid of the passcode but it is good practice to make sure your meetings have a passcode or waiting room. Going forward, there will automatically be a passcode assigned when setting up a Zoom meeting. If you scheduled a reoccurring meeting earlier in the year, you should check to see if they have passcodes.

- On October 16th, Google will have a 30 day retention policy for anything that you delete from Zoom and goes in Trash. Zoom trash should not be used as an extra folder.
- Google has a feature called *Google Chat*, it used to be called *Google Hangouts*. It is more of an immediate response for questions. You can create *Google Chat Rooms* for your office. If you need help, contact OIT and they will show you how it works.

4. Space – Matthew Fulcher

- 36 of the 41 Arts and Letters' labs are currently open and a 2 more will open within the next couple of weeks.
- There are 4 sections that were used to reopen 16 Arts and Letters' buildings:
 1. A walk through assessment
 2. Submit reopening plan for each building
 3. The implementation of signage, furniture modifications, and plexiglass screens
 4. Final walkthrough
- Matt wanted to thank everyone who helped modify their department. A special thank you to Matt Haines and Daniel Stein who helped reopen their complex space in O'Neill Hall.
- Clear single use masks are currently available. The languages, PLS, and Malloy Hall had the need for clear masks. If you would like some, contact Allison Collins or Matthew Fulcher.
- Four projects that were committed before the pandemic were completed:
 1. ISLA moved from the second floor of O'Shaughnessy to 356 O'Shaughnessy.
 2. Classics' faculty moved from Decio into the area vacated by ISLA on the second floor of O'Shaughnessy.
 3. UWP moved out of Decio and O'Shaughnessy; they are now all located in Colman Morse.
 4. The Department of German and Russian is moving to the north wing of Decio.
- Matt thanked Allison who orchestrated 65 office moves and organized the distribution of 2,500 face masks this past summer in a short period of time.

5. Office of Communication – Kate Garry

- An email was sent at the beginning of the semester to departments if they wanted signs to inform visitors how to virtually contact them. You may still get the signs or make changes to the signs you have.
- If there is a change in your department of who is the primary web administrator or people who were added, contact Elicia Dennis for training and make sure you are added to her contact list.
- Office of Communications is working on a project to help Admissions with prospective students who are interested in research positions. A Google form was sent to chairs and their administrators inquiring what kind of positions and how many there are for students. Katie thanked everyone who responded.
- If you are a web administrator, make sure you are looking at your Monsido Report because all our recruitment is virtual.
- Kate thanked everyone who helped with all their virtual summer recruitment.

Meeting adjourned at 9:40 a.m.
Next meeting is Wednesday, October 28, 2020
9:00 a.m. - Zoom