

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Wednesday, Oct. 28, 2020**

1. Welcome – Michelle LaCourt

- Michelle introduced new staff: Alexis Duntz is the Administrative Coordinator for East Asian Languages and Cultures (EALC) and the new Research Associates in the Lab of Economic Opportunities (LEO) are Emily Merola, Carolina Lamke, and Connor Chapkis
- Michelle commented on the memo that the University sent out regarding \$130,000,000 the University needs to make up. She explained the expenses that we are currently incurring. The University is addressing the shortfall by cutting back on spending and a 5% reduction of our budget provided by the University.
- Michelle informed us that during the semester break, it will be up to your chair's discretion whether or not your department will have an on-campus presence. Please see the email that was sent on Friday, October 30th for more details.

2. ALCO - Kristen Morin

- Google instituted a new retention policy in all the google apps (GMail, Google Docs, Google Sheets, Google Drive, etc). This retention policy only applies to items you *Delete* or *Move to trash*. These deleted items will remain in your trash for 30 days. After 30 days, they will automatically be removed from your trash and will no longer be able to be recovered. If you *Archive* items (instead of deleting them), they will remain in your archive indefinitely.
- It was decided that *Sakai* is not a platform that the University wants to continue with going forward. *Canvas* or *Brightspace* are being considered as a replacement. ND Learning and the OIT are running a pilot of the new tools during the spring semester.
- The CWP Programs continues to be suspended. CWP replacement is only available if the cost of repairing equipment is more than it is worth. If new equipment is ordered, the shipping time is 5 to 9 weeks.

3. Space – Matthew Fulcher

- The last Arts and Letters building to be reopened is the Clinical Studies building located on Hill Street, it opened last week.
- German and Russian will be moving to the 1st floor of Decio; it is near completion.
- The annual survey for small projects for this year will only be considered if it is a life safety issue or critical classroom need.
- The students will be off for approximately 10 weeks before the spring semester begins; some projects are be considered during this time.

4. Office of Communication – Kate Garry

- The Office of Communication is working on different creative platforms for the Arts and Letters' Majors Fair.
- Kate reminded us to be conscientious about your websites because it is recruitment time for faculty, grad students, and undergrad students.

5. SAS – Becky Badger

- The SAS Committee would like to welcome its newest members: Birgit Deymann (Graduate Studies Coordinator, Department of Economics) and Paloma Garcia-Lopez (Assoc Dir, ILS).
- We are accepting/welcoming/encouraging donations for United Health Services to support patients with breast cancer. Last year, \$4,300 of our contributions were used for gas and grocery cards, as UHS has other funds to support diagnostic services. If you would like to help, please send, or bring, your tax deductible contribution to Jenny Petersen in the dean's office.
- Megan Sullivan's *Lunch & Learn* was a great success; thank you to all who attended! Brooke Ammerman will present our January 13th *Lunch & Learn* from 12-1pm - Mental & Emotional Health, incorporating how COVID-related experiences might impact mental health among students. Jess Payne is scheduled for our February *Lunch & Learn*. It is our intention through workshops and *Lunch and Learns* to challenge our minds, broaden our horizons, and create opportunities for staff to safely gather and become better acquainted with each other --- the better we know each other, the better we work together. We would love to host an event or *Lunch & Learn* that you would find interesting and fun. Please contact any committee member to share your ideas!
- SAS has become a great forum for staff members to confide their issues or concerns. Sometimes a listening ear is all that is needed to help resolve a situation; and, if you need more than an ear, we serve as a resource to help you manage and find solutions to a conflict or problem. The next Public Forum with the SAS Committee will be Thursday, November 5 from 9:00 a.m. – 9:15 a.m.

Please Note: Maria Di Pasquale asked that we remind departments to use the [gift routing form](#) for any gifts the department may receive. The Gift routing form is found on the controller's website and everyone is welcome to email Chloe and/or Maria if they have any questions.

**Meeting adjourned at 9:24 a.m.
Next meeting is Wednesday, Feb 17, 2020
9:00 a.m. - Zoom**