

**College of Arts & Letters  
University of Notre Dame  
Staff Administration Meeting Minutes  
Wednesday, Feb. 17, 2021**

**1. Welcome – Michelle LaCourt**

- Michelle announced that Wendy Wolfe is retiring after 32 years of service to the University. Kelly Girst will be replacing Wendy in the *Glynn Family Honors Program* and Kelly's part-time role will not be refilled.
- Maureen Hogan is the new Educational Technologist in *The Center for the Study of Languages and Cultures*. Please welcome Maureen to our team.
- A discussion regarding the Arts and Letters diploma ceremony will take place at the next Deans and Chairs meeting scheduled on Monday, February 22<sup>nd</sup>. More information will follow.
- Dean Mustillo and Michelle worked on a review with *Audit and Advisories Services*. The Dean's Office needs to improve on the following:
  - I. We need to improve in having appropriate approvals for expenses. The Dean's Office asks that the default approver for expense reimbursement is the faculty chair or director as that person serves as the lead level of management for the unit. The faculty chair or director may ask, at its discretion, for a staff member to be the first level approver for these expenses or reimbursements, providing an opportunity for fund availability verification, but in these instances the faculty chair or director must serve as final level of approval in the university system. This ensures the final approver has the appropriate authority to review, approve and, if necessary, question reimbursements. Units will be asked to contact the Dean's Office directly to request a change to the default approval chain above. Any moving expenses for faculty still needs to go to TD Ball.
  - II. The other item found was insufficient supporting documentation for a transaction. Who, What, When, Where, and Why need to be addressed, as well as, conference agendas, attendees and titles, and itemized receipts. When transferring money, proper documentation needs to be included as to why the transfer is occurring.
- Michelle announced that March 2<sup>nd</sup> is a Break Day, meaning no classes for students. To show staff appreciation, staff will have a day off too.

**2. ALCO – Thomas Vorenkamp**

- The CWP Program continues to be suspended for the remaining fiscal year. CWP replacement is only available if the cost of repairing equipment is more than it is worth. If you are having issues with your computer, reach out to OIT or ALCO.
- A reminder that all technology purchases need to go through ALCO so that they are added to our management systems which provide security. The only exception would be the Voiceover IP phones. In this case, an order is sent to OIT for a replacement phone.

- Thomas thanked everyone who responded to the email that was sent regarding a conference room check as a preventative maintenance program. This program will help to prevent urgent call issues.

### 3. Space – Matthew Fulcher

- *German and Russian Department* moved to the 1<sup>st</sup> floor of Decio in December and is now complete with their faculty and staff.
- There is a *Tech Ethics Center* that we are managing for the Provost Office, in 216 and 204 O’Shaughnessy Hall. 216 O’Shaughnessy is complete and will hold two people, Kellye Mitros and Nicole McAlee. 204 O’Shaughnessy is close to being complete, there are some delays on the furniture and glass walls.
- Africana and Gender Studies are undergoing renovations. Gender Studies is moving from 325 to 215 O’Shaughnessy and Africana is moving from 327 to 303, 304, and 305 O’Shaughnessy. Both of these projects will be completed by the end of April.

### 4. Office of Communication – Kate Garry

- Images Best Practices Training will take place this Thursday, at 11:00 a.m. via Zoom. This will be recorded but it is best if you can attend so you can participate in the Q&A. Elicia Dennis our Web Content Strategist and Heidi Henke, our Graphic Designer, will lead this session that will cover the following:
  - Proper Image use and citation
  - How to find quality images for free (and legally)
  - Resources to design your content
  - Tips and tricks to make using images easier
  - Images and Conductor (I now, it’s difficult)
 RSVP: <https://docs.google.com/forms/d/e/1FAIpQLSciZHSzZarxmuA1FFjSlg4buqeAdM5catJCXIJwdN0vhPqJzQ/viewform?gxids=7628>
- Update on undergraduate recruitment season: No early admit open house weekend, which we usually do around the third week of February.
- We’ve completed the early admit mailing (viewbook and a letter from the dean) and that indicates that departments will be reaching out if they indicated an intended major. Chairs/DUSs will soon receive an email from Associate Dean for Undergraduate Studies, Mary Flannery, about that outreach process. Again this year, data requests need to go through admissions.
- We’ve finalized a contract with Airmeet, a platform to host virtual majors fair and other recruitment events this spring. Will test it out at first year of studies majors’ night on March 8. Admitted student majors fair will be April 14, timed to be available both early and regular admits.
- Diversity, Equity, and Inclusion Committee
  - Dawn Foster, Matt Zyniewicz, and Kate Garry are staff members on that committee.
  - DEIC website shared in chat <https://al.nd.edu/about/diversity-and-inclusion/>
  - Also be aware of this page, <https://al.nd.edu/discover/diversity-and-inclusion/> It features a curated list of diversity and inclusion events and news. Monday is the first event for the new Initiative on Race and

Resilience: First Native American Poet Joy Harjo speaking at 7 p.m. Presented in partnership with MSPS and the Native American Students Association at ND. RSVP info in the dean's newsletter.

- Share latest issue of **Dean's newsletter** in chat...has information about all of these items.  
<https://t.e2ma.net/webview/3ywwq4f/3d4db1c3a45cf90f4eaf791ad25378e3>
- Would also note the items about upcoming Fidelity workshops specifically for A&L faculty and staff and a reminder about the email from HR related to child care/elder care.
- Let Kate know if you are not receiving the newsletter.

## 5. SAS – Becky Badger

- Becky introduced the newest member to SAS: Celeste Lourigan, is the Graduate Studies Coordinator in Political Science.
- Lunch and Learns:
  - Professor Brook Ammerman's presentation on January 13<sup>th</sup> was a great success. Her presentation slides can be found on the SAS Resource webpage.
  - Professor Jessica Payne will talk on February 25<sup>th</sup>, at noon, on "The Neuroscience of Being Your Best Self." Please fill out the emailed questionnaires beforehand if you plan to attend.
  - Virtual Yoga with Steve on March 16<sup>th</sup>, at noon. Enjoy an hour-long virtual yoga session, whether at home or in the office. Everyone who wants to participate will need to register starting on March 13<sup>th</sup>. Email regarding registration will be sent on March 12<sup>th</sup>.
- Upcoming Event
  - A Spring Garden Exchange will take place on May 4<sup>th</sup> and 5<sup>th</sup>. This exchange will include plants, seeds, bulbs, garden tools, houseplants, twine, planters, etc. Rain dates will be May 5<sup>th</sup> and May 6<sup>th</sup>.
- Done Well Shout Outs – You can locate the Done Well Submission Form under the SAS Links and Resources.
  - Allison Collins
  - Daniel Stein
  - Kate Garry
  - Dawn Foster
  - Pete Hlabse
  - Matt Haynes
  - Chloe Leach
  - **Kathy Seymour – winner of this month's McAllister's Deli gift card!**
  - Melody Kesler
  - Linda Rule
  - Margaret McVeigh
  - Katherine Neeser
  - Becki Fulmer
  - Allisa Doroh
  - Lynn McCormack

**Meeting adjourned at 9:38 a.m.  
Next meeting is Wednesday, March 24, 2021  
9:00 a.m. - Zoom**