

College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Wednesday, March 24, 2021

1. Welcome – Michelle LaCourt

- Our office is still working on getting answers regarding Commencement. As soon as we receive information, we will pass it on to you. Michelle thanked us for being patient.
- Michelle thanked everyone who worked on the non-regular budget process. There was a meeting with Dean Mustillo this week so information will go out to the departments soon.
- Our office is working on the faculty merit process, the deadline date is March 31st. Information for the staff merit process will soon be going out.
- Those who work on budgets in your department will need to update your forecast for the year. An email will follow soon. Also budgeting for the next fiscal year will be due in early May. We will offer college specific training with the Budget Office, if you are interested.

2. ALCO – Kristen Morin

- The CWP is still suspended until **at least** the end of the fiscal year.
- There are still long delays in getting computing hardware. We are concerned about getting computers for the new incoming faculty, but will do our best to order in enough time to have machines ready for our new faculty in August. If you hear of any computer needs for your department let ALCO know ASAP.
- Certain versions of Windows 10 operating system are expiring in May and will no longer be supported. If you have a computer with an effected version of the operating systems, you will start seeing a pop-up advertisement informing you that your computer needs an upgrade. This upgrade can take from 45 minutes up to 2 hours, depending on the type and age of your machine. If you see the advertisement, select it at the end of the day and when you return in the morning your computer will be upgraded. If you don't complete your upgrade, OIT will force the upgrade following grade submission at the end of the semester.
- The new Big Sur operating system for MAC computers that was released last November will now be available for all A&L Macs. It was initially delayed because of problems with several campus tools such as printer drivers, VPN, virus protection, etc. All known issues have been corrected. Big Sur will be an optional upgrade via the typical Apple notification alerts in the upper right corner. You can proceed with the upgrade whenever it is convenient for you, making sure to have a full backup of any local data before proceeding.
- OIT will be replacing the on premise campus file storage infrastructure during this calendar year. This does not impact Google Drive, but will impact our G Drive (or Data drive on Macs). The change should be transparent to us and we don't need to worry about "migrating" any data. However, it is recommended that we *clean* our

files as much as possible, removing files we no longer need. The storage replacement is planned to be completed by December 2021.

3. Academic Space – Matthew Fulcher

- A major renovation is taking place this summer for PLS. They will be on the north end, of the 3rd floor, in O’Shaughnessy. PLS faculty will be moved from Decio to O’Shaughnessy ahead of the fall semester.
- There may be some projects happening over the summer that could affect the environment in O’Shaughnessy but they haven’t been confirmed yet. More information will follow.
- Notre Dame purchased an off-campus property on Hill St. in South Bend. It is located next to a building that we already own that houses psychology labs. This newly purchased building will be demolished and made into a parking lot.

4. Office of Communication – Kate Garry

- If you missed the *Images Best Practice* training last month, you may contact Heidi Henke for the video.
- This Friday, March 26th, is the deadline for the Senior Thesis survey. It is very important that the students complete the survey so their work will be published in the book, slide presentation, and video. This year the event will be virtual.
- Kate wanted to make us aware of future events and their webpages:
 1. Dean Mustillo will participate on a panel discussion titled *Advocating for Diversity*, March 30th.
 2. On April 14th a panel discussion will be about *Raising Anti-Racist Children*.
 3. Arts and Letters diversity and inclusion site: <https://al.nd.edu/about/diversity-and-inclusion/>

5. SAS – Becky Badger

- Lunch and Learn events:
 1. March 16th was the virtual yoga with Steve. It was a lightly attended event with positive feedback.
 2. “Be a Better Speaker” series – ND Toastmasters
 - Each event will consist of 4 speakers of 5 minutes each speaking on topics such as: virtual speaking, impromptu speaking, overcoming fear, body language, and giving evaluations.
 - Spring event April 15th (Virtual Speaking)
 - Fall event – September 13th to 17th
- Other Events:
 1. May 4th and 5th, from 11:30-1:30 – Garden/Plant Exchange event
 2. April 12th, 10:30-11:30 a.m. – Commencement Exchange Roundtable
 - Geared toward those who plan commencement activities for their department
 - Quick, informal exchange of ideas
 - Share resources and information
 - Coordinate with other departments (space sharing)

- The next SAS meeting will be Thursday, April 1st at 9:00 a.m. via Zoom. As always, 9:00-9:15 is dedicated to a Public Forum for anyone to share ideas, questions, or concerns.

6. Interfolio Disposition Codes – Dawn Foster

Reminder for those who work on faculty hiring in their department and are responsible for posting positions on Interfolio: please remember to include Disposition Codes for every applicant for each posting. This is a federal compliance issue since the university receives federal funds.

- [Applicant Statuses and Disposition Codes](#)
- [Closing out Interfolio Positions](#)

7. Contract Management System – Jon Schlundt, *Asst. Director of Procurement Systems & Analytics* - Blake Shelley, *Business Support Legal Professional*

Jon introduced ContractsND which is part of the BuyND system. The benefits of this tool is that all contracts will be stored in one place, enable us to follow the life-cycle of a contract request, setup notifications to help manage the whole life of that contract, and provides DocuSign. Arts and Letters contract requests are routed to Michelle LaCourt for review. Jon shared a slide presentation explaining the benefits of the system and demonstrated how to enter a contract request. Endeavor is offering additional training. The following link provides information and training for Contract Management.

<https://buy.nd.edu/contracts-management/contract-management-training-and-documentation/>

**Meeting adjourned at 9:56 a.m.
Next meeting is Tuesday, April 20, 2021
9:00 a.m. - Zoom**