

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting
Minutes - Tuesday, April 20, 2021**

1. Welcome – Michelle LaCourt

- May 14th is the deadline for *Endeavor*. Staff members who have not completed performance reviews in the system (ie through step five) are not eligible for a merit increase per the University policy. If you have any questions, contact Michelle.
- The Mini-Break for students is tomorrow, April 21st. The College is recommending a no-meeting day so the staff can catch up on their emails and projects.
- We anticipate some easing of the current spending restrictions starting July 1, 2021 but we don't know for sure. More information will follow.
- You can find an update for Commencement at <http://commecement.nd.edu/2021/> Arts and Letters ceremony will be at the stadium on May 23rd, at 2:00 p.m. We will need our staff to volunteer, an email will soon follow. The Departments, Centers, and Institutes ceremonies must be virtual. Any gift given to the students must be modest (ie a pin).
- We are hoping the fall semester to be normal as much as possible. We're waiting on more guidance from the University and will pass information to you as we are notified.
- Michelle thanked everyone who did the budget forecasting for their department. It will be presented today to Provost Marie Lynn Miranda.

2. HR – Kim Patton

- Kim encouraged us to sign up for a workshop titled “*Better Conversations Every Day*”, there is a session for managers and one for individual contributors. This course helps you to have better conversations in your professional and personal life.
- *Liberty Mutual* is offering a discount on pet insurance. You can find more information on the HR website.
- April is “*Stress Awareness*” month. Kim reminded us about helpful programs that are available to us:
 1. HR offers the *Employee Assistance Program* that gives financial and mental advice.
 2. The Wellness Center offers Life Coaching.
 3. There is also a *Calm Act Calendar* that reminds you to take some time off, walk away from your computer, and get some fresh air.
 4. Fidelity will be offering financial well-being seminars that will be listed on HR's website.

3. ALCO – Kristen Morin

- Kristen thanked everyone who completed the Windows 10 update, if you did not, the update will occur automatically on May 26th. If you did the update and are still receiving the advertisement, report it to OIT's helpdesk.
- Our G:drive is being replaced not retired. We do not need to find our own storage solutions.
- The Registrar's Office wants us to supply them with a list of departmental classrooms that are being used for the summer session. If your classroom is being used, please notify Kristen.

4. Academic Space – Matthew Fulcher

- Gender Studies and Africana Studies renovations will be completed within the next four weeks. As soon as Gender Studies and Africana Studies departments move, the Program of Liberal Studies, Phase II project, will continue after graduation.
- A psychology lab is going to be built this summer at the off-campus Hill Street location.
- There are six other projects that are being considered, as soon as the bidding comes in we will determine which ones we can strategically and financially complete.

5. Office of Communication – Kate Garry

- Virtual recruitment went well. There was a really strong turnout for the virtual majors fair.
- Kate sent out an email for templates for department certificates. If you are purchasing items for your graduating seniors, make sure the branding of the ND logo is permissible. Heidi Henke can help you with this matter.
- Kate is participating on a committee that is viewing demonstrations from vendors for Digital Signage. If you run digital signs and know of any short comings, things you would like to see, or questions that you have, contact Kate.

6. SAS – Becky Badger

- The *Notre Dame Toast Master's Series - "Be a Better Speaker"*, on April 12th was very informative with good tips on public speaking. There will be another presentation in the fall. Todd Boruff recorded this presentation, if you would like to hear it, contact Becky.
- May 4th and 5th is the "Plant and Garden Exchange". This will be located on the lawn between Malloy and O'Shaughnessy, from 11:30 a.m. to 1:30 p.m. Please bring any plants, garden equipment, books, or any garden supplies to exchange. A reminder will follow.
- The Commencement roundtable on April 12th was very informative. We exchanged ideas of what other departments do for their graduation.

- The next SAS meeting is May 6th, anyone may join the meeting 9:00-9:15 a.m., if you have any concerns.

7. Strategic Planning Process – Jim Brockmole

Jim provided a PowerPoint presentation explaining our College's priorities for strategic planning. The three main areas that he addressed were: **Mission**, what we do and whom we serve; **Vision**, what we want to become; and **Goals**, what we want to achieve. To make this a reality, six goals were identified: 1) Increase the impact of our scholarship for faculty, fields, and disciplines; 2) Raise the quality reputation of our graduate degree programs; 3) Innovate our Catholic undergraduate Liberal Arts education; 4) Diversify our community and create a culture of inquisitiveness among our students, staff, and faculty; 5) Expand global research education to advance the College's international leader in scholarship; and 6) Promote scholarship and pedagogy that address meaningful questions in large themes, requiring cross disciplinary collaboration. A formal roll-out will be presented this fall semester.

Meeting adjourned at 9:39 a.m.
Next meeting TBD