

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Wednesday Sept. 22, 2021**

1. Priority Plan - Dean Sarah Mustillo

Dean Mustillo thanked the Arts and Letters staff for helping the semester get off to a good start and their continuance to help Arts and Letters run smoothly.

Dean Mustillo shared the Priority Plan for the College of Arts and Letters: our Mission, Vision, and Goals. Our Mission statement encompasses who we are, what we do, and who we serve. Our Vision statement outlines our aspirations, as to who we want to be. Goals were set to help make our Mission and Vision a reality. A Goal was assigned to a Dean or Associate Dean to act as a point person for each goal so we are accountable on our progress.

2. Welcome – Michelle LaCourt

➤ Michelle welcomed the new staff:

- Brendan Tinoco, Research Associate in LEO
- Regina Mannino, Research Associate in ECON
- Catherine Lawlor, Research Associate in LEO
- Savita Diggs, Research Associate in ECON
- Eileen Mostyn, Research Associate in LEO
- Sheila Christophorou, Program Coordinator for the UWP
- Michael Jensen, Research Associate in LEO
- Jacqueline Kelley-Cogdell, Research Associate in LEO
- Kim Harness, Finance and Administration Assistant Program Director in the Dean's Office
- Josh Hubbard, Research Development Program Director in ISLA
- Vivian Crumlish, Research Associate in LEO
- Claire Guang, Program Coordinator for CLAD Lab
- Stephanie Ko, Program Coordinator in Psychology
- Bianca Garcia, Research Associate in LEO

➤ Michelle explained our overtime policy. Overtime should be used only if absolutely necessary for a person's work life balance and because we haven't financially planned for overtime. Overtime needs to be authorized in advance but if you do work overtime, you do need to be paid for it and in order to be paid for overtime it must be recorded in UltraTime. You can work with your manager to flex your schedule to the planned hours (typically 40 for the week) within the university work week (Saturday – Friday). If you have any questions, please contact Michelle.

➤ October is our Breast Cancer Fundraiser month. Michelle is asking everyone to brainstorm ideas for this event. All proceeds go to United Health Services helping people who are undergoing treatment for breast cancer.

3. HR – Kim Patton

- Flu shots will be available this year starting Oct. 4th-6th and again Oct. 25th-27th. These shots will probably be given at the stadium, as last year. If you don't want to get the flu shot at the stadium, you can go to a local pharmacy. Students are expected to get the shots but it's not mandatory for staff. More details will be coming soon.
- If your insurance is through the university, you need to sign up for the *Live Well Rewards Program*. The HR website has information regarding this program. You can save up to \$360 if you complete three of the activities, e.g., annual physical exam, dental exam, mammogram, colonoscopy, skin screening, or Employee Assistance Program consultation or use of online EAP resources. If you complete two activities, you will save \$300, or if you complete one activity, you save \$180. The deadline date is November 15, 2021. Your spouse does not have to participate but the savings to you is the same as previous years.
- Endeavor has a new look and is much easier to navigate. You can search for HR classes, OIT classes, and something new, Udmy, (replaced Skillport) that has a vast array of classes you can take either online or podcasts. Udmy can be used for either professional or personal classes. If you have any questions you may contact HR at 631-5900 or hr@nd.edu

➤ ALCO – Kristen Morin

- The CWP program is open again, but the program has been revamped. The major changes include:
 - Only standard and enhanced laptops are being offered. Customized laptops and desktops are no longer part of the program without an approved exception from the Dean's Office.
 - Peripherals such as monitors, docking stations, etc cannot be purchased with CWP funds. These costs will transfer to departments for staff and R&PD funds for faculty.
 - Part time positions, Limited term positions and externally funded positions are not eligible for CWP.
- Supply chains for computing equipment continue to be severely constrained as a result of the pandemic, particularly for windows machines. Monitors and docking stations are also difficult to find. In many cases people are waiting 5-6 months to receive equipment. OIT and Procurement are working closely with our Vendors to get orders fulfilled as quickly as possible. We are starting to see some Lenovo laptops arrive, so maybe there is hope on the horizon. If you have new hires that will need equipment, please get their orders placed as early as possible. ALCO is very low on loaner equipment at this point.
- Reminder: OIT is migrating the G: drive for a PC, or Data drive for a MAC, to a new environment tonight beginning at 5:30 pm. Please save and close your files and shut your computer down when you leave work today; tomorrow you should be able to connect to the new drives and everything should look the same for you.

4. Academic Space – Matthew Fulcher

- Psychology has a clinical studies building off campus on Hill Street. Some modifications were completed this summer making way for the *Suicide Prevention*

Center that will be housed in this building. A building just north of this location was torn down this summer because it was condemned and out of code.

- PLS was moved from the second floor to the third floor of O'Shaughnessy on the north end. Stop by to see the improvements in this space.
- East Asian Languages and Cultures will be moving from O'Shaughnessy to the south wing of Decio. This will probably be completed by the end of this semester.
- The *Initiative on Race and Resilience* administrative suite will be located in 301 O'Shaughnessy Hall. Renovation of this space will hopefully be completed by the middle of February 2022.

5. Office of Communication – Kate Garry

- Kate thanked everyone who attended Elicia's *DubBot* training; this software replaced Monsido. *DubBot* has a much friendlier user interface. If you did not complete the training and you work on a department, institute, or center's website, contact Elicia Dennis, *Web Contact Strategist*.
- Thank you everyone who participated in the *Brand Standard and Images* training last spring, with Heidi Henke and Elicia Dennis. If you need a refresher or are a new staff person, you can reach out to Heidi. There is a recording available or she can arrange a one-on-one session with you.
- Kate shared resources for events.
 - *Publicity Guide* (al.nd.edu/publicityguide) tips on how to promote your events. Kim Murray updates this site twice a year. If you have any changes in your documents contact Kim.
 - *Events Module* – All our websites in the College are on a content management system which enables you to import events with two clicks. By importing this to your webpage you can attract a wider audience and keeps your homepage fresh. Kate gave a quick demonstration showing how to import an event.
- Kate reminded everyone about the *Arts and Letters Materials* order form, al.nd.edu/orderform. You can request all Arts and Letters communication materials for your office.

6. SAS – Becky Badger

- Becky invited everyone to a brown bag lunch on Thursday, Sept. 30th, from noon to 1:00 p.m., outside by the *Women at the Well*, on the west side of O'Shaughnessy Hall.
- SAS is planning *Doughnuts & Donations* for our Breast Cancer fundraiser. There will be a doughnut tent set up on the west side of O'Shaughnessy; doughnuts and cider will be served for a donation. This will take place on October 29th from 8:00 a.m. – noon.
- There will be a silent auction in the Great Hall of O'Shaughnessy on the same date, October 29th. SAS is soliciting donations for this event.
- The *Done Well* form on our webpage gives recognition to a staff person in our College. If you are recognized by your peers, your name is entered into a drawing. This month 17 *Done Wells* were submitted and the winner of the drawing was Cynthia Reeves from ISSA. The other staff members recognized were: Alex Duntz, Thomas Vorenkamp, Karin Dale, Laurie Mastic, Megan Snyder, Allison Collins, Vivian Chao, Tokozile Mlambo, Tracy Richards, Sheila Fell, Chloe Leach,

Jenny Petersen, Janet Rudasics, Marie Revak, Christine Grandy, and Nancy Bikowski.

- The next SAS meeting is October 12th, at 9:00 a.m., in 242 O'Shaughnessy. From 9:00-9:15 anyone is invited to attend to voice their thoughts and ideas.

7. FedEx – Dee Anne Locsi and Anne Durrell

FedEx Office is the on-campus print vendor for the University of Notre Dame College of Arts and Letters faculty and staff. Print orders can be placed online or in-person at FedEx Office in the La Fortune Student Center. Services include copying, digital printing, binding, direct mail, flyers, posters, banners, signs, manuals, forms, brochures, and much more. FedEx Office makes it easy to create, produce and distribute all kinds of printed materials.

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**Meeting adjourned at 10:03 a.m.
Next Zoom meeting - Oct 13, 2021 at 9:00 a.m.**