

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Wednesday Oct 13, 2021**

1. Welcome – Michelle LaCourt

Michelle introduced Megan Vohs who is the new Undergraduate Studies Coordinator in History.

2. HR – Kim Patton

- Open Enrollment is October 19th through November 5th.
- Beginning October 19th Irish Health will offer a chat session for all questions in general, check out the HR website, hr.nd.edu.
- Today, October 13th, is the deadline for completing the training for *Creating a Community of Respect*.
- Kim encouraged us to sign up for professional development opportunities. UdeMy offers professional and personal opportunities through Endeavor.

3. ALCO – Will Bruckert

Will thanked everyone for passing IT information along to your departments.

- Strongly encourage anyone teaching in the spring semester to start the move from Sakai to Canvas now; details can be found in the October Dean's newsletter that was sent on Monday.
- Do NOT upgrade to Windows 11 or the new MacOS, Monterey, until it has been tested by the OIT and we receive the "all clear" for compatibility with University applications and systems.
- Please funnel IT requests through the IT service portal - sn.nd.edu - and problems through the OIT Help Desk (contact info is available on the IT service portal, and chat option is highly recommended). The 2 request forms that you're most likely to use are the General IT Request and Technology Purchasing Assistance form.

4. Academic Space – Matthew Fulcher

- The area on Hill Street, where the building was razed, will be replaced with sod to prevent runoff onto a nearby parking lot.
- The wall by 242 O'Shaughnessy has a new front.
- Michelle added that if you have any ideas for safety concerns to reach out to Matthew.

5. Office of Communication – Kate Garry

- Kate reminded us that all bookmarks were updated. If you need any materials for an event or for your office you can use the order form at, al.nd.edu/orderform. If you need a plastic display holder for your office for these materials, contact the Office of Communication.

- A Google Form will be sent to collect information regarding who is managing digital signs in the College. The Office of Communication is offering to help with their designs.

6. SAS – Becky Badger

- *Doughnuts & Donations* will take place on October 29th from 10:00 a.m. to 2:00 p.m. orchestrated by SAS for the annual Breast Cancer Fundraiser. A tent will be set up outside on the west side of O’Shaughnessy where doughnuts and cider can be purchased. There will also be a table of donated items that will be raffled at 3:45 p.m. If you have any items you would like to donate, reach out to any SAS member. If a department would like to purchase doughnuts, they can do so with their FOAPAL. Pre-ordered donuts must be picked up from the tent between 10 a.m. and 12 noon.
- Becky said to have the lunch hour open on October 21st for a fun fall staff event. More information will follow.

Meeting adjourned at 9:16 a.m.
Next Zoom meeting – Nov. 24, 2021 at 9:00 a.m.