

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

1. Welcome – Michelle LaCourt

- Michelle wished everyone a happy Thanksgiving and announced that we can close our offices at noon today.
- There are five staff openings in our college, if you know if anyone who would be interested, please apply.
- Michelle introduced the new staff in our college:
 - Heather Saunders, Administrative Coordinator in Theology
 - Eniko Janko, Undergraduate Studies Coordinator in Political Science
 - Beth Staples, Writer/Editor in the Office of Communications
 - Juliana Kazemi, Administrative Coordinator in the Rooney Center and Hesburgh Program
 - Jennifer Van Antwerp, Administrative Coordinator in the Center for the Study of Languages and Cultures (CSLC)
 - Melissa Jackson, External Relations Specialist for the Lab of Economic Opportunities (LEO)
 - Katie Smith, Systems Associate for the Lab of Economic Opportunities (LEO)

2. ALCO – Kristen Morin

- Windows 11 or the new MacOS, Monterey, are now available for public use, but are not approved for use at the University. Please do not upgrade any University devices until these operating systems have been tested by the OIT and we receive the “all clear” for compatibility with University applications and systems. New machines may come in with the new systems but we will replace it with something supported on campus. The computers that are within the typical CWP cycle (4 years), should be able to run either operating system without a problem.
- OIT has tightened security standards regarding supported Operating Systems for university-owned computers due to the increase in malicious activity and ransomware that is occurring throughout the world. They now require all university computing devices to remain in compliance with the most current supported Operating System. They will also allow one version prior to the most current supported OS. This will have an impact for older hardware which cannot run current Operating Systems. Departments should consider budgeting funds to replace older departmental equipment. Examples include student worker computers or any shared computers that might exist in conference rooms, etc.
- Please funnel IT requests through the IT service portal - servicenow.nd.edu or 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.

3. Academic Space – Matthew Fulcher

- The project for *Race and Resilience* in 301 O’Shaughnessy will be completed by the end of January but the furniture may arrive in March.
- The renovation for *East Asian Languages and Cultures* in the south portion of Decio will be completed in January. Faculty will move into their offices in early January; the administrative portion will move around Spring Break.

4. Office of Communication – Kate Garry

- The Office of Communications is seeking your input regarding digital sign usage and management in order to best support college staff in this area. Please help by filling out this [Google form](#) at your earliest convenience.
- Kate reminded us to update events on your websites, which tend to go empty leading up to and immediately following winter break (a time when prospective students and faculty are flocking to our sites). If your events are expired, check your import requests or look for spring semester events to import that are relevant to your department.

5. SAS – Becky Badger

- Becky thanked everyone for their help and support with this year’s Breast Cancer Fundraiser. The Theology Department brought in \$870, SAS cleared \$1281.55, and the Dean’s Office generously matched our donations. There was a PowerPoint presentation from United Health Services showing how our fundraising is helping people in need. Becky would like to begin planning next year’s fundraising events, so if you have any ideas contact the SAS committee.
- Events:
 - Holiday Mixer (in place of Lunch and Learn) on December 15th, in 242 O’Shaughnessy, from noon to 1:00 p.m. Bring your lunch and cookies to share. We’ll be enjoying Christmas music, cookies, gift wrapping, hot chocolate, cider, or you can even prepare your Christmas cards.
 - Winter Break event on January 5th, we’ll be doing macramé. A Google Form will be sent where you choose the item you want to create, lunches from Garbonzo’s will be provided and the location TBD.
 - The SAS committee is encouraging you to self-nominate to fill the 4 positions currently available; it is a 2 year commitment. Eligible staff will have worked within the College of Arts and Letters for at least 6 months.

Meeting adjourned at 9:26 a.m.
Next Zoom meeting – Feb 23, 2022
9:00 a.m.