

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes**

Wednesday, April 20, 2022

1. Welcome - Michelle LaCourt

- Endeavor closes for supervisors and employees on May 13.
 - Please send Michelle a note if the rating is anything other than “Meets Expectations”.
- Staff Appreciation Lunch on May 11 will include an opening prayer, a welcome, lunch, and a celebration of the Inside/Outside award winners. Please send any program suggestions to Allison or Michelle.
- Adopted budgets are due April 26. Contact your business partner with any questions.
- Great job on forecast budgets! They are due April 21.
- Associate deans are working on finalizing non-regular budgets.
- Space/Facilities
 - Matthew Fulcher is scheduled to return to work on 6/6. Allison Collins has been filling in and will continue to do so until Matthew’s return.
 - East Asian has moved to 159 Decio Hall.
- New Staff - Welcome!
 - Patrick Borders, Dissemination Associate, LEO
 - Lori Butchko, Undergraduate Studies Coordinator, FTT
 - Chelsea Cloutier, Graduate Studies Coordinator, Economics
 - Kathryn Desai, External Relations Specialist, LEO
- This is a busy time of year as we are closing out the current academic year and working on the next. Your hard work is appreciated!!

2. ALCO is now CALITS - Kristen Morin and Nate Krakowski

- Thank you to everyone who has made use of the new Technology Purchasing Assistance form in Service Now. Please fill out the form if you have any questions about a tech purchase.
 - Do a search for this form in Service Now.
- Printer Management Utility: Print to Logic
 - Sometime soon the licensing model will be changing. Currently there are no yearly license fees but this will change for HP and Kyocera printers which will be moving to a \$20 fee,
- New person to replace Thomas as an on-call temp - David Hartman
- Lead times on laptops vary. OIT is keeping a supply of the CWP laptops as best they can. Anything non-standard may be months! Mac is 2-3 weeks but Lenovos are as much as 8 months. There is a Dell option available and easier to get. New faculty will be provided loaners if needed.
- Departments can order monitors. Docking stations and monitors will need to be acquired through ALCO (using the Technology Purchasing Assistance form).

3. Office of Communications - Kate Garry

- Standardized templates for certificates for the end of year. Heidi can help with tweaks for departmental needs. The link is [here](#).

- Incoming students will be looking at your department websites and events calendars over the next few months. Keep them up to date with interesting events and information.
- Thank you for using DubBot to help your websites look and work great! ND was rated 97% among peer institutions in accuracy and quality control.

4. SAS - Becky Badger

- Thank you for attending the virtual Sustainability Lunch and Learn! Anna Balas is happy to answer your sustainability/recycling questions.
- Thank you for your participation in the QR campaign for the Done Well nominations. We had 44 responses since the last meeting!!
 - Megan Brewer
 - Sheila Christophorou - won the drawing
 - Andrew Deliyannides
 - Claudia Francis
 - Kim Harness
 - Sandy Holland
 - Eniko Janko
 - Anieka Johnson
 - Melody Kesler
 - Tiarra Lax-Walker
 - Rebecca Overmyer
 - Linda Rule
 - Heather Saunders
 - Megan Snyder
 - Melanie Webb
 - Tracy Wickham
 - Randy Yoho
- SAS Garden/Plant Exchange is on May 5 on the grassy space between Malloy and O'Shag. Bring any garden related item to exchange! You do not need to bring anything to take something!
- April 28 is the next SAS meeting. Open forum is from 9:00 to 9:15 am.
- May 18 is the last SAS meeting for the academic year.
- Tiarra Lax-Walker is the newest SAS member!! There are many vacancies if you are interested!

5. Experience Notre Dame (UEE) - Amy Seamon (Senior Director of Academic and Campus Events) and Amber Kirk (Director of Academic Conferences)

- Mikki Kidder is the Vice President and led the reorganization after COVID. They have 15 specialists to execute events across campus. They are a one-stop-shop for hosting events.
- University Catering is now Three Leaf Catering. The purpose is to streamline the menu options.
- UEE for Academic Conferences
 - Amber has 3 employees.
- Key contact and your first step: Experience Notre Dame, Business Development Team (574) 631-1400 or ExperienceND@nd.edu OR Amber Kirk (574) 631-1775 akirk2@nd.edu
- Q&A
 - Have food rates decreased? There is a 10% discount on food and beverage for internal campus partners. No sales tax since paying with FOAPAL.
 - A food and beverage minimum for internal events is based on participants. It depends on guest count, not on room size. Twelve is the minimum at this point.

- We are short staffed as is everybody especially in banquets and service. There are 100 open positions in UEE!
- We do prioritize campus partners and clients but we also want to take care of alumni and family clients.

Meeting adjourned at 9:45 a.m.

Next gathering will be the Staff Appreciation Lunch – May 11, 2022