

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

Wednesday, March 23, 2022

1. Welcome - Michelle LaCourt

- Staff Appreciation Lunch on May 10 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.
- Staff Performance Reviews are due in May. Michelle will be sending detailed emails in April.
- Budget Training was provided by Kim Harness during spring break. Adopted Budget deadlines will be in April.
- Thank you for filling out NDVoice! The deadline has been extended to 3/27. Reach out to AskHR for access. Help us reach 100% participation!!
- Shout out to Dave Klawiter and participating staff for their hard work regarding the Non-Regular Budget Tool.
- Welcome new staff!!
 - Paul Cunningham, Creative Writing & Graduate Student Coordinator, English
 - Megan Fitz, Senior Administrative Coordinator, Dean's Office
 - Charles Whipple, Research Associate, LEO
- Faculty course packs - we will be sending an email about details and a deadline of June 27.

2. ALCO - Kristen Morin and Will Bruckert

- Security issues are increasing world-wide:
 - Fishing scams, viruses, malware scams are on the rise. Do not click on an attachment from somebody you do not know or any strange emails.
 - Contact Help Desk right away with any concerns.
 - With budget season upon us there is a big push to get all machines as compliant as possible (runs current operating system). Please replace machines if your budget allows and/or keep in mind a budget for this next fiscal year.
- Sakai will no longer be used after the spring semester. Canvas will be the only LMS option going forward through the summer and into the fall semester. Please remind faculty of the change.
 - If a faculty member is teaching this summer and then retiring they may request to extend Sakai access through the summer. Contact the LMS team.
- Windows 11 upgrades may need more memory for a successful update. Machines may need to be replaced.
 - Windows 11 may not be pushed by the university until next spring. One of the benefits is enhanced security.
 - OnBase is the only software not compatible with Windows 11. OnBase users should stick with Windows 10 for now.
 - Shout out to Ryan Mauer for his role as the primary tester of Windows 11 for all of Arts and Letters.
- ALCO is hiring summer students! College students must be comfortable with technology and have good customer service skills. Send resume and/or information to alco@nd.edu.

- Thank you to the staff for using the Technology Purchasing Assistance Form. It has helped to streamline the process.
3. **HR - Kim Patton**
- NDVoice extended to 3/27. We want to hear your voice!.
 - Nominations are out for the [Presidential Awards](#) with a deadline of April 1. There is a new award for Presidential Diversity, Equity, and Inclusion Award. It is very Important to recognize our staff and faculty for their outstanding work.
 - New [Employee Resource Group](#) supporting individuals with disabilities.
 - Today at 2 pm will be an information session for those interested in pursuing an associate's degree at IvyTech. Contact askHR@nd.edu for details and to inquire about the Fred Freeman Staff Scholarship.
4. **Office of Communications - Josh Weinhold**
- Senior Thesis reception to honor Senior Thesis students and their advisors will be April 8, 2022 from 3:30 to 4:30 pm under a tent on the westside of O'Shaughnessy.
 - The entire video presentation will run on the big screen at Duncan Student Center on April 11 and May 12 from 4:00 to 5:00 pm.
 - A full page *Observer* ad will run on April 6 listing each Senior Thesis student. Feel free to post a copy of the ad to honor your students taking part.
 - Regular admission visit days will be on April 11 and April 25.
 - DUSs will be asked to attend the majors fair those mornings.
 - New notecards for the DUSs will be coming after each of these events. Again, DUSs will be asked to write a personal message on those notecards. AL Communications will be mailing those personalized notecards out with business cards, tech stickers and bookmarks.
5. **SAS - Becky Badger**
- Thank you for coming to the flower arrangement workshop over spring break!
 - The next SAS meeting is Thursday, March 24 in 242 O'Shaughnessy. Confidential, open discussion with SAS is from 9:00 to 9:15 at each meeting.
 - A Zoom Lunch and Learn will take place April 19 from noon to 1:00 pm. Anna Balis from [Office of Sustainability](#) will present. Look for an email with details.
 - If anybody would like to share information or ask questions regarding Commencement 2022 please reach out to any [SAS member](#).

Thank you for all of your hard work this busy spring semester!!

Meeting adjourned at 9:36 a.m.

Next AL Staff Administration meeting – April 20, 2022

Zoom at 9:00 a.m