

Staff Administration Meeting minutes

Wednesday, September 21, 2022

9:00 am to 10:00 am

via Zoom

Welcome – Michelle LaCourt

- Arts and Letters October breast cancer fundraiser - details on these events can be found on the fundraiser blog: <http://ndracetothegoal.blogspot.com/>
- Adjusted budgets - thank you for all of your hard work!
- New Undergraduate Coordinator meetings will be hosted by Laurie Mastic. Also, Department Coordinators meetings will begin this semester.
- Welcome new staff!
 - Sevda Arslan - Student Grants Program Manager, ISLA
 - Dana Beck - Faculty Coordinator, Economics
 - Joshua Bennett - IT Solutions Consultant, ALCO
 - Lisa Cebra - Undergraduate & Events Coordinator, Philosophy
 - Jasmine Collard - Project Coordinator, Psychology
 - Paige Cooper - Happy Families Participant Coordinator, Psychology
 - Jayme Culwell - Lab Coordinator, Psychology
 - Jennifer Fortener - Finance & Grants Administration Associate, Wilson Sheehan Lab for Economic Opportunities (LEO)
 - Scott Howland - Student Professional Development Programs Coordinator
 - Rebecca Margolit - Research Associate, LEO
 - Flint McAllister - Research Associate, Notre Dame International Security Center
 - Pauline Namuleme - Administrative Coordinator, Initiative on Race & Resilience
 - Emily Nye - Undergraduate and Personal Specialist, LEO
 - Debbie O'Malley - Associate Director, Center for Citizenship & Constitutional Government
 - Eli Ragland - IT Solutions Technician, ALCO
 - Phil Tran - Program Coordinator, Student Formation & Culture of Live Initiatives, de Nicola Center for Ethic and Culture (dCEC)
 - Brooke Tranten - Program Coordinator, Research & Publications and Operations, dCEC
 - Mia Utayde - Research Associate, Psychology
 - Ashley Zingo - Director of Operations, College of Arts & Letter - she will cover HR functions, overseeing ALCO and the Facilities teams

Human Resources – Sarah Biggs, Arts and Letters HR consultant

- Open enrollment for health benefits will begin 10/17 and run until 11/4 - email reminders will be sent.
- Irish Health event will be back on 10/17 and 10/18, activities and vendors will be included, more information will be sent.
- Flu blitz for staff - 10/11 and 10/12 from 10 a.m. to 7 p.m. in Steppan Center
- Health Incentives final date for submission is 11/11 - don't forget to submit your doctor appointments, dental or eye appointments, and complete the Financial Wellness check.
- Endeavor goals are due 9/30 - everything you need is under "timeline" on the left side of your home page.
- Take advantage of learning opportunities in Endeavor - HR classes or Udemy video classes are available.

CALITS – Will Bruckert, Interim ALCO Director

- 3 open positions - director, it solutions consultant, it support technician
- Lead time for hardware is getting better, but it is not back to 100%. Lead times are running about 1 to 2 months.
- Making changes to the ALCO email address - an auto response will be added - the goal is to be more self-service friendly
- Ryan Maure, IT Solutions Consultant - Operating System announcements
 - Mac computers only - pushing out Jamf Connect - helps with security issues, login with Octa, laptops will be serviced first, then desktops will be next, an email will be sent with details - 11/29 will be pushed to all computers
- [Cyber Security Carnival](#) week 10/4 10 am to 6 pm in Dahnke Ballroom - OIT is working with Google - games, activities, food, prizes, comedy sketch show, and fun! The main objective is cyber security including password quality, how to secure home network, managing privacy, and managing home networks.
- [ND Toastmasters](#) meets weekly on Tuesdays at 4:30 pm - learn and practice public speaking, active listening, and networking. Reach out to Will Bruckert, Ryan Maure or Heidi Henke for more information.

Office of Communications – Kate Garry, Director

- A google form will be sent asking for information to update our list of those who are running the social media accounts for our departments, centers, and institutes. Look for it coming your way soon.
- [Heidi Henke](#), Graphic Designer, can help with:
 - Available for brand standards and design best practices advice
 - Help with ordering promo items, supply correct monogram/lockup, design help with posters, external speaker help with posters and programs, and speaker series templates. Due to the volume of the College Heidi CANNOT do smaller events but she can offer advice if needed.
 - Design service expenses are covered by the College. Departments only need to pay for the printing and/or *Observer* ad space.
- [Elicia Dennis](#), Web Strategist, can help with:
 - Web training in Conductor for new staff
 - check DubBot for broken links and errors. DubBot crawls all of the websites each week looking for problems. This helps save time for everyone.
 - check import requests in Conductor
 - spreadsheets for editor and social media contact have been combined into one form. Please submit your information if you see anything missing in the form/spreadsheet. Look for the link in an email soon.
 - web service expenses are covered by the College. Departments only need to pay for bigger web design projects and cost sharing is an option.
- On October 4 Elicia and Heidi will conduct a brand standards and proper photo use class. Sign ups will be via email. RSVP here.
- Communications is here to help you and everything we do in the College. Using AL Communications can save you time!!
- Quick questions can go to Elicia and Heidi. Bigger projects should be funneled through Kate. Contact Josh Weinhold for Social media questions.

Staff Advisory Support (SAS) Committee – Celeste Lourigan, SAS President

- Thank you for your participation in the St Joe, Mi beach day! A great time was had by the 35 employees that attended!
- [SAS Sweet Tailgate](#) fundraiser on 10/14

- Still looking for donations!
- Lunch & Learn - Introduction to Trello - 9/27 from noon to 1:30 p.m. in 242 O'Shag and on Zoom
- Staff Fall Break event 10/19 - lunch from Chicory Cafe and , if licensing works out, watching the 2016 Ghostbusters in 1030 Jenkins Nanovic. More info to come!
- Book club (*Velorio*, by Xavier Navarro Aquino) meeting 10/26 - 42 members! Bring your own lunch!
- Lunch & Learn on Mindfulness 11/17 - highlights of a very popular summer course through HR & Wellness Center, stay tuned for the final details on this
- Second and final book club meeting with the author, Xavier Navarro Aquino - 12/7 includes lunch!
- Send ideas for events to any sas member or fill out the [form](#) on the website.
- Next SAS meeting 10/4 at 9:00 a.m. in 242 O'Shag. Stop by any SAS Committee meeting from 9-9:15 for their public forum even if just to say hello! Conversations are kept confidential.
- Reminder: Your colleagues are awesome! Nominate them for a "[done well](#)" award.
- Please consider joining SAS! There are 5 vacancies! It is a great way to meet other staff, have fun, and voice your opinion on College matters. All staff employed by the college, who have been in the college for 6 months, and have supervisor approval are allowed to join!

Undergraduate Studies – Laurie Mastic, Senior Administrative Coordinator, Office for Undergraduate Studies

- All Undergraduate Coordinator meeting - 10/3 from 10:30 a.m. to 11:30 a.m. via Zoom
All are welcome if you work with undergrads! The groups will meet a couple times per semester. The meeting will be recorded and shared.

Thank you for your hard work through the beginning of the academic year 2023. It is a busy time! – Michelle

Do you have suggestions for future guest speakers?

Do you have a question you would like addressed during the next meeting?
Share your feedback with us here: <https://forms.gle/vKqGwASbccGKCs767>

Respectfully submitted,
Kim Murray 9/22/22