College of Arts & Letters  
University of Notre Dame  
Staff Administration Meeting Minutes  
Thursday, February 23, 2012

**Offices Represented:** Africana Studies; Anthropology; Art, Art History, and Design; Arts and Letters Computing; Center for Ethics and Culture; Center for the Study of Languages and Cultures; Classics; College Seminar; Computer Applications Program; Creative Writing Program; Cushwa; Design, Copy, and Logistic Services; East Asian Languages and Cultures; English; Film, Television, and Theatre; Gender Studies; German and Russian Languages and Literatures; Glynn Honors Program; Hesburgh Program; Institute for Scholarships in the Liberal Arts; Maritain Center; Music; Ph.D in Literature; Philosophy; Political Science; Program of Liberal Studies; Psychology; Review of Politics; Romance Languages and Literatures; Rooney Center; Shakespeare at Notre Dame; Theology; and University Writing Program

**Offices Not Represented:** American Studies, Center for Creative Computing, Center for Philosophy of Religion, Center for the Study of Religion and Society, Data Management Center (PSY), Economics, History, Irish Language and Literature, Journal of Formal Logic, Medieval Institute, Reilly Center, Sociology, and Undergraduate Dean’s Office

1. **Welcome** – Rob Becht
   Rob introduced staff changes:
   - Melody Kesler formally with Film, Television, and Theatre is now in Theology
   - Carol Kraus formally with Theology is now in History
   - Greg Endicott currently with Music will soon be moving to Political Science
   - Michelle Thornton formally with German and Russian Languages and Literatures is now in Anthropology
   - Dyann Mawhorr formally with Irish Language and Literature is now in German and Russian Languages and Literatures
   - Mary Jo Young who currently works in Design, Copy, and Logistics will be splitting her time with Irish Language and Literature
   - Claire Shely who currently works in Computer Applications will be splitting her time with Journal of Formal Logic
   - Chuck Gessert is new in Film, Television, and Theatre
   - Vivian Cao is new in Research Psychology

Mo introduced two temporary positions:
   - Clare Welsh is helping in Political Science
   - Cindy Zyniewicz is helping in Theology

2. **SAS** – Lynn McCormack
   - Lynn reported that 68 staff members attended the Staff Workshop on January 11th.
   - Lynn acknowledged the 34 staff that filled out the survey and thanked them for their positive and constructive criticism. Some of the suggestions:
     - Venue change due to acoustics during lunch
     - Survey the staff earlier for topics
     - Add a meat option to the lunch
   - Lynn would like to see more volunteers outside of SAS members for this event and the planning should start earlier, possibly during the summer.
   - The next SAS meeting is February 28th; if you have any issues contact Lynn.
   - The **Staff Quick Reference Guide** will be completed this summer.
   - The Cedar Grove Cemetery tour that was cancelled last Fall will take place on Friday, March 16th.
   - There is one more SAS membership space available, if you are interested contact Lynn.
3. ALCO – Dave Mastic
   o April 20th is the deadline for incoming faculty and visitors to be recorded in the College’s database; this will insure office space by August 10th and a computer by August 15th.
   o Dave reminded that the flooding in Thailand is still affecting the delivery dates of computers.
   o iPads and Android Tablets are considered computers by the University, all purchases must be made through ALCO.
   o Financial allocations for the CWP program will be $300 less per CWP eligible person this year. Any additional funds needed may come from discretionary or research accounts.

4. DCL – Linda Lange
Linda presented the possibilities of DCL’s printing services:
   o Booklets
   o Posters
   o Tickets
   o Tri-fold brochures
   o Invitations
   o Printing and folding two sheets capability
   o Graduation certificates
   o Table tents
   o 18 X 20 color, water-proof signs (can be as large as 44’ X 100’)
   o DCL’s prices are less than Kinco or Express Press
   o The College financially supports the high-volume equipment in DCL services and the departments should be utilizing the equipment for their printing jobs.

5. General Information – Mo Marnocha
   o Mo reminded us that calling the ALCO office and requesting a computer for new faculty is not the process. ALCO, as well as the Facilities Administrator (office space), will see the new faculty on their incoming list. When the new hire is put in Filemaker Pro and the effective date and the accepted status is chosen, the new hire will be in their queue. Phone calls are not necessary.
   o New hire offer letter templates are not available on our website and must be requested on a case by case, depending on the rank.
   o Original visas, for new faculty, are covered by the College but Visa renewals should be covered by the faculty’s research account. In the event that the faculty member does not have a research account the Dean’s office (Rob Becht) should be contacted.
   o Please use the Doc Library in FileMaker Pro instead of making paper copies.
   o Timecards are no longer being used, you must use Ultratime.

6. Relay for Life – Cindy Swonger
Cindy informed us about the Relay for Life fundraising project “Put Your Feet Up.” This fundraiser starts in March. We are proposing that each building on campus will display purple feet (for a donation of $1 each) on their windows, to pave a path of purple and raising awareness to win the fight against cancer.

7. Archives – Katie Scanlan
Katie who is the Archivist for Records Management gave a PowerPoint presentation on Notre Dame’s policy and the importance of archives management on campus. More information can be found on the Archives’ website http://archives.nd.edu/records/transfer.htm.

The Meeting Adjourned at 10:05 a.m.
Next Meeting is Thursday, March 22, 2012
9:00 a.m. - 10:00 a.m.
119 O’Shaughnessy Hall