1. Welcome – Rob Becht
   Rob welcomed everyone to the new school year and introduced the following new employees:
   - Brenda Teshka works in the Undergraduate Dean’s Office, replacing Susan Nugent.
   - Clarence Helm is new in Arts and Letters Computing.
   - Kimberly Gaughan works in the Music Department, replacing Greg Endicott.
   - Heather Gary is new in the Cushwa Center.
   - Emily Hammock works in the Theology Department, replacing Lauren Fox.
   - Laurie Mastic is new in College Seminar, replacing Veronica Dzhafarov.
   - Mary Jo Young splits her time between the Gallivan Program and the Department of Irish Language and Literature.
   - Alicia LeRoy joined the Department of Political Science, replacing Heather Cook.
   - Heather Cook is now the Senior Administrative Assistant in the Department of Political Science.
   - Stephen Freddoso joined the Center for Ethics and Culture.
   - Erin Byrne is new in the Department of Economics.
   - Grant Mudge is the new Director of Shakespeare, replacing Jay Skelton.
   - Todd Boruff joined the Office of Communications.
   - Andrew Deliyannis is new in the English Department.
   - Darlene Nowakowski works in Design, Copy, and Logistics, replacing Mary Jo Young.
   - Renee Barton joined the Development Office, working for Maria DiPasquale.
   - Ashley Flowers is new in the Center for Creative Computing, replacing Kris Cantrell.
   - Oscar Gonzalez works in the Department of Psychology, replacing Steve Mattingly.
   - Terri Sweeney is new in the Center for Children and Families, replacing Jennifer Souders.
   - Alayna Calabro joined the Department of Psychology as a Research Project Assistant.
   - Hallie Brewster is new in the Department of Psychology as a Research Project Assistant.
   - Sara Skiles works in the Sociology Department.
   - Joshua Seachris is the new Program Director for the Center for the Philosophy of Religion.
o Rob reminded everyone to take the time to do your Health Quotient. If you are not feeling well you can now visit the Wellness Center on campus.

o Rob asked that we complete our performance reviews in Endeavor; everyone should be through step 3.

o There is a new ID card based charge form that allows faculty to charge to their research account at Sorin’s Restaurant, as long as it is for a business purpose. There is a concern since faculty will have to respond to an email from Sorin’s, with the location, amount, FOAPAL, business purpose, alcohol consumed, the attendees, and an electronic copy of the receipt via e-mail. The worry is that faculty may not take the time to complete this process and the responsibility will ultimately fall to the department administrative assistant. Rob will bring this up at the next Executive Meeting to figure out if this is something that we want to encourage our faculty to use other than this ID swipe. Rob feels that this may be appropriate for department chairs but not necessarily all faculty.

2. SAS – Lynn McCormack

o SAS has a new website, ALSAS.ND.EDU. This site consists of FAQs, a Quick Reference Guide, events, meeting minutes, and a members list.

o The Fall Break tour will be of the five chapels in the Basilica, on October 16th, from 10:00 a.m. to noon; Professor Cunningham will conduct the tour. A visit to Starbucks will take place after the tour. RSVP to Judy Benchaar, jbenchaa@nd.edu.

o Minutes from the past staff meeting will be out within the next week. Some of the topics discussed were the Procard, vacation/sick time, comp time vs. overtime, an 8-5 work schedule, and working from home.

o SAS will start a mentor/mentee program to help new staff; volunteers are needed. This information will be on the new website.

o SAS is selling a Polo shirt with the College logo available in five colors, the cost is $35. If paying with a check, $10 would be to United Health Services and $25 should be to Graphie-Tees. You must pay at the time you order and you can place your order through Brenda Teshka, bteshka@nd.edu. There is an order form located on the SAS website.

o Lynn reminded everyone that SAS is always accepting ideas, questions and concerns.

3. Accounting – TD Ball

o New faculty’s moving expenses need to be turned in by October 1st. Their receipts can be scanned and sent to TD.

o A faculty travel expense can no longer be charged to an operation budget. Going forward all travel expenses need to be charged to a faculty’s research and professional development account unless the charge to the operation budget is approved by the department chair.

o There will be accounting changes in our program codes. What used to be a two digit number may now be a five digit number. If you have any questions you may contact TD at ball.24@nd.edu or 631-4290.

4. Space – Matthew Fulcher

o This summer $2.1million worth of renovations took place within our College. The largest project was the Art Department’s Industrial Design group who moved into the old Security Building which was renamed West Lake Hall.

o Crowley Hall underwent asbestos abatement to soundproofing. They now have two beautiful classrooms.

o The Medieval Institute was remodeled.
Kathy Knoll orchestrated about 90 office allocations for incoming and outgoing faculty.

Three classrooms were added in Riley Hall of Art when the Industrial Design group left.

There are two labs under construction, one in anthropology and one in psychology.

A new Economic Center is opening in Flanner which is called LEO (Lab for Economic Opportunity).

Because $30,000,000 was cut from the budget, facilities and space were affected. Fewer staff is available to do the work so requests are prioritized. Most requests have a 3 week timetable for completion. Matthew and Kathy try to consolidate request to more efficiently work with this changed system.

5. ALCO – Dave Mastic

Social Security remediation is about 35% complete in our College. The MACs are scheduled next for remediation in O’Shaughnessy.

The College FileMaker Pro database will be updated to version 12. The conversion will take place on the evening of October 16th. We will be remotely installing the FileMaker 12 client software and remotely removing the FileMaker 10 client software. Having multiple copies of FileMaker will only be necessary in the event you MUST remain compatible with an entity outside of the college that is using FileMaker versions earlier than version 12. Contact Dave Mastic if you have a need to use a version other than FileMaker 12.

6. Office of Communication – Marie Blakey

Website redevelopment project updates: Philosophy and PLS are close to launching their new websites in October. Also due to launch this academic year are new websites for Irish, Romance, and Anthropology. Several other departments, centers, institutes, and special programs are just beginning new website projects this academic year. If you have questions about your department, center, or institute website, contact Marie Blakey in the Office of Communication.

Marie and Mike Weiler are setting up meetings this fall with each department in the College to review Google analytic data for the last year. Similar meetings with centers and institutes are scheduled for the spring.

Marie and Mike also created an online survey about social media activities in the College to gauge the involvement of many departments, centers, institutes, and special programs are actively involved in social media as well as how many people would be interested in a college wide meeting to learn more about using social media and to share best practices. If you are and have not received the survey, please request a link to the survey from Mike (mweiler@nd.edu).

If you previously requested electronic stationery files, you should have received them by now from Chantelle Snyder. If you did not, please contact her at Snyder.71@nd.edu. You can contact her as well if you have not yet requested e-stationery files but need them.

Todd Boruff was hired as a videographer for the College of Arts and Letters. Most of his new video projects will come out of the Dean’s Office but he is happy to field questions you may have on best practices, video uploads, etc. You can contact him at todd.boruff@nd.edu.

Marie reminded everyone that on Wednesday, October 10, the Office of Communications’ annual Espresso Café will be in the Great Hall of O’Shaughnessy from 8:00 a.m. to noon. Baked goods will also be available. All proceed go to the Race to Raise the Most fundraiser.

7. The Race to Raise the Most – Mo Marnocha

This will be our 12th year of fundraising for mammograms and diagnostic screening for people who can’t afford them in St. Joseph County. Over the years the College has raised over $90,000. We were going to have a competition between A & L and the College of Business but they declined our request, maybe
next year. October 1st is the beginning date for the “Race to Raise the Most”, a competition between the various buildings and halls throughout the College. SAS is selling polo shirts, donations from the sale of the shirts go to the overall total and are not as part of a team effort and they will be sold year round, contact Brenda Teshka, bteshka@nd.edu. The Dean’s Office along with Betty Tucker are selling mums at all home games. These mums can be worn on your lapel, in your hair, or on your wrist. You may purchase these at shop.nd.edu; the pre-sale cost is $15. Mums will be available for purchase ($20.00 if not pre-sale) at every home game between 10:30 and 2:30 in front of the Snite Museum. Kristy Leininger will set-up a blog for the competition; if you would like your items displayed on the blog send them to Kristy, kleining@nd.edu. The annual tailgate will be in front of the Snite on October 20th. An e-mail with more information will follow.

Q&A Time
Rob explained the reason for cutting back on Procards. There are too many related issues with people using their Procards off campus and most of the items can be purchased through BuyND. Some people have lost their jobs because of Procard issues. Rob feels that the Procard system is too involved with documentation: saving receipts, reconciling monthly, and keeping the white envelopes for years. Hopefully, we will get rid of Procards and use the TravelND system. There are three other ways that the College is looking into for making purchases off campus: first, if using TravelND you can purchase items and get reimbursed within 48 hours; second, there is a Chase Travel Card that is part if the TravelND system; and the third option is a Chase Meeting Card which is similar to a Procard but the documentation flows through TravelND.

The Meeting Adjourned at 9:55 a.m.
Next Meeting is Thursday, November 1, 2012
9:00 a.m. - 10:00 a.m.
119 O’Shaughnessy Hall