

**College of Arts & Letters
University of Notre Dame**

**Staff Administration Meeting Minutes
Thursday, March 17, 2005**

In Attendance: Cheri Gray, Kathy Johndrow, Debbie Kabzinski, Nancy Bikowski, Kay Wheeler, Tracy Cabello, Paula Brach, Myrtle Doaks, Lisa Yates, Lauri Roberts, LinDa Grams, Cheron Price, Pat Base, Coleen Hoover, Tina Elkins, Nancy Benjamin, Linda Lange, Debi Smith, Carla May, AnneMarie Dawson, Cheryl Reed, Nancy Mitchell, Suzette Vandewalle, Diane Pribbernow, Sylvia Phillips, Valerie McCance, Dorothy Anderson, Bernadette Escamilla, Pat Kipker, Katie Schlotfeldt, Pat Hans, Robin Hoepfner, Ted Fox, Mary Foster, Kris Cantrell, Sherry Reichold, Kevin Wangler, Claire Shely, Ellen Victory, Carry Teshka, Jolene Bilinski, Donna Shearer, Wendy Wolfe, Kelly Kurzhal, Kristin Anderson, Carmen Leichty, Linda Brady, T. D. Ball, Laurie Echterling, and Mo Marnocha

Departments Not Represented: Center for the Philosophy of Religion; Film, Television, and Theatre; Journal of Formal Logic; Maritain Center; and Review of Politics

Excused: Lynn McCormack, Beth Bland, Kim Milewski, Margaret Cinninger, Roberta Baranowski, Judy Stewart, Sue Penrod, Kim Baum, Joan Rhoads, Jessica Monokroussos, Nancy Bikowski, Jackie Wyatt, Julie Tate, Jeanette Torok, Joyce Zurawski, and Tori Davies

1. Welcome:

- Mary Ellen introduced Patricia Base who replaced Beth Bland in the ISLA Office. Patricia previously worked in the College of Engineering. AnneMarie Dawson is new in the Music Department; she previously worked for the South Bend Symphony. Mary Ellen announced that Jocelyn DeLaruelle, who was working for Joan Aldous in Sociology, has left her position and it was just posted. Chantelle Snyder is the new graphic designer in the Office of Publicity, News and Information. Dave Mastic is the new director for Arts and Letters Computing. Dave replaced Julie Journitz. Rich Mansfield is the new sculpture technician in the Art Department, he replaced Drew Goerlitz. Mary Ellen mentioned that a search is underway for an administrative assistant in the Arts and Letters Dean's Office working for two associate deans. Kelly Folzenlogel just got married and changed her last name, she is now Kelly Kurzhal. Kara Madewell is no longer with the University and a search is being conducted for a new web developer. Any of your web concerns should be directed to <http://www.nd.edu/~alweb/> and Matt Klawitter will assist you.
- Mary Ellen introduced Greg Sterling who spoke to us regarding the Lab for Social Research (LSR). Greg explained why LSR is being decentralized. Last year LSR had a review and it was decided to move the resources out of a central center and into the departments themselves. The first step is to move the scanning unit. Additional changes are to move the data services to the library, rather than having pools of data spread around campus which makes it too complex. Greg said that we do have to be good stewards of our resources and that means sometimes making difficult decisions to make the College efficient. That is why this decision was made. Greg added that solutions like

these are not made without the realization that there are human consequences. These are not decisions that anyone makes lightly and we will do everything that we can to treat the people well who will be affected by helping them find jobs on or off campus.

- Mary Ellen commended the staff for their involvement in making the performance reviews exceptional this year. There was a lot of documentation that helped support the evaluations.
- Regarding pay raises, Mary Ellen said that for 2005-2006, the standard pay raise is 2.5% for next year. The allocation was 3% and we were advised to hold a .5 % back for merit. Some pay raises may be more or less than the 2.5% based on performance.
- Lisa Yates is the new president for the Staff Advisory Council. Mary Ellen acknowledged Lisa's willingness to participate in this role.
- Mary Ellen said that Tom Guinan from the controllers office would meet with anyone, one-on-one, or as a group, regarding the Banner financial system. Tom may be able to show you shortcuts to fit your needs. You may contact Tom Guinan to make arrangements at tguinan@nd.edu or 1-7082. Coleen Hoover asked Mary Ellen to explain the order of Banner, Renovare, and FOAPAL. Mary Ellen explained that Renovare is the name of the project. This started when the systems were moved off the old HP to the new system. The name of the system is Banner. Instead of referring to the old HP you would now refer to Banner which supports the financial system, student system, HR, and Payroll. FOAPAL references the finance part of Banner and is an acronym for the account number.
- Mary Ellen mentioned that she received a report that a purse was stolen in Flanner Hall from an unlocked office. Mary Ellen reminded us to keep our personal belongings and laptops locked. If a personal laptop is stolen, the replacement is not covered by University insurance .
- Mary Ellen attended a managers meeting where Bob Zerr, the head of Risk Management and Safety, notified us of changes on insurance coverage. It stated that the University will no longer provide a floater policy for property. Currently, if a University-owned computer is stolen, the replacement is not covered by insurance because we have to first reach a deductible of \$150,000. The floater policy provides coverage to avoid this high deductible. Effective July 1, the floater will no longer be available. The College will now be responsible for the first \$5,000 on a loss and the University will cover any loss greater than \$5,000. Mary Ellen said that we will have some savings because we will not have to pay a premium each year, but our risk is higher. Hand-outs were distributed explaining how the insurance operates with the current program. These changes will occur in July.
- Mary Ellen spoke regarding travel insurance. The University provides travel insurance for all employees who travel for business purposes. Accidental Death and Dismemberment Insurance is provided by the University for worldwide travel with the exception of traveling to 'war risk' countries. If you have a faculty member or student who is planning to travel to one of these countries, you need to notify Risk Management, so that additional insurance may be purchased. Mary Ellen distributed handouts with a list of what the insurance company considers 'war risk' countries; there is an *A* group and a *B* group. Group *A* requires the additional insurance and with group *B* you are covered under the current Accidental Death and Dismemberment Insurance. You are now required to report all travel, whether domestic or foreign. There is a form on the College website for you to keep a log of all travel for faculty, students, and staff. Your log for the

calendar year will be requested in January of 2006. Mary Ellen said to begin recording travel from now forward. You can find the form at ~aldean, this will take you to Quickzone, under Microsoft Office File (Word & Excel), click on Department Travel Record for 2005. Mary Ellen said that she will share this information at the next department chair meeting.

- The College Honors Convocation scheduled for Friday, May 13, 2005, will be in the Performing Arts Center this year instead of Washington Hall. The reception following will be in a tent located just north of the Performing Arts Center. Carmen said that we will need more volunteers to act as ushers. Mary Ellen extended an invitation for anyone to use the tent when we're not using it. If you are interested in either volunteering or using the tent, contact Carmen at leichty.1@nd.edu or by phone 1-6642.

2. SAS :

- Diane Pribbernow reported that they had a good discussion regarding budgets at SAS's workshop last Tuesday. The next workshop is scheduled for Wednesday, April 20th. Tom Guinan will join the lunch workshop, from 12:00 p.m. to 1:30 p.m. in room 119 O'Shaughnessy Hall. Tom will talk about basic tools of the budget inquiry and give tips for shortcuts.
- Diane said that in April the SAS Committee will be asking for staff members to self-nominate to join SAS.
- Paula Brach spoke about the Spring Break tour arranged by SAS; they toured the new Security Building and Post Office.

3. Miscellaneous Items:

- Mo Marnocha mentioned that several of our checklists on our website in Quickzone have been revised and to use the checklist that has the revision date of 3/05. There is also a new checklist for appointments, promotions, or renewals for research professors.
- Mo said the Applicant and Appointment Form (blue form) has been revised. It is also on the Quickzone website. It has to be copied on blue paper and the revision date is 9/04.
- Mo said that when we receive packets for tenure track faculty and they haven't received their PhD yet, you need to put on the front of the packet INSTRUCTOR. Once the PhD is received the faculty member must request certification from the institution that the PhD was received. The certification must be on original letterhead from the institution. This letter can be sent from the university directly to the Provost's office. The Provost then sends a memo to the department, with the original letter attached. Your chair signs and then you forward it to the Dean's office so the Dean may sign.
- There has been several changes in the database; tenure, SPF, and promotion information has been added. Any questions, call Mo.
- All leaves must be on a L-form, including those that are contractual. Kristin asked that any email you receive from your faculty regarding a leave, please forward it to her.
- Mo said that if you have visiting faculty who teach every other semester, you need an Appointment/Reappointment Form to show that the faculty member is at 0 pay/0 benefits. This will keep them active in our database. Send an Appointment/Reappointment Form again for the semester that they will teach.
- Mo said to enter all possible incoming faculty into our database even if we are not sure if they will accept our offer. This is helpful for a number of reasons, but one in particular is

- that Greg Sterling tracks declines so we can learn more about the recruitment process. Important dates: April 29th, non-regular appointment forms for 05/06 or for the Fall semester are due. May 19th is our staff luncheon.
- This year there will be a new award at the staff luncheon which we are calling the Inside/Outside Award. This will be a monetary award and will be given to someone inside Arts and Letters and to someone outside of Arts and Letters. We will be sending you a nomination form. Please begin thinking about someone you would like to nominate.
- We are in the preliminary stages of putting together an exit checklist for faculty leaving the University. A draft of this form was distributed. If you have any items that you would like added, let us know or any input as to how to retrieve these items would be greatly appreciated.

The meeting adjourned at 10:05 a.m.
The next meeting is
Thursday, April 21, 2005
9:00 a.m. in 119 O'Shaughnessy Hall