Auxiliary Operations
Open Forum

Fall 2017
Agenda

• Introduction: Fr. Bracke
• Leadership in Mission: Fr. Bill Lies
• Human Resources: Denise Murphy
• Door Prizes
• ND Voice Action Plans
• Lunch
Leadership in Mission

The Rev. Bill Lies, C.S.C
THE UNIVERSITY OF NOTRE DAME

Our vision is to become a preeminent research university with a distinctive Catholic mission and an unsurpassed undergraduate education.
“We will accept the discoveries of science without prejudice, and in a manner adapted to the needs of our times. ...We will always place education side by side with instruction; the mind will not be cultivated at the expense of the heart. While we prepare useful citizens for society, we shall likewise do our utmost to prepare citizens for eternal life.”

Blessed Basil Moreau
THE UNIVERSITY OF NOTRE DAME

The Arrival of Father Sorin and Six Brothers of St. Joseph (Holy Cross) on the Afternoon of Nov 26, 1842
Brother Leo Donovan at Notre Dame Farm

c. 1915
Brother Marcelinus and Staff working in the Mailroom

c. 1953
Sisters at work in the kitchen

c. 1960s
Brother Borromeo Malley and friend

c. 1950
“Let us rise up and embrace the mission for our time: to build a Notre Dame that is bigger and better than ever—a Catholic university for the twenty-first century, one of the pre-eminent research institutions in the world, a center for learning, whose intellectual and religious traditions converge to make it a healing, unifying, enlightening force for a world deeply in need.”

Rev. John I. Jenkins, C.S.C
President of the University of Notre Dame
With Our Lady, Notre Dame, ever present, the University can only continue to be a force for good for the world.
Agenda

• Introduction: Fr. Bracke
• Leadership in Mission: Fr. Bill Lies
• Human Resources: Denise Murphy
• Door Prizes
• ND Voice Action Plans
Office of Human Resources

2018 Benefits Update

Denise Murphy
Director, Benefits & Wellness
Agenda

• Introduction: Fr. Bracke
• Leadership in Mission: Fr. Bill Lies
• Human Resources: Denise Murphy
• Door Prizes
• ND Voice Action Plans
Door Prizes

Fitbit

provided by Human Resources
Door Prizes

$50 Gift Certificate

provided by St. Michael’s Laundry
Door Prizes

Backsack, Tumbler, and Fleece

provided by Hammes Bookstore & Retail Operations
Door Prizes

$50 Amazon Gift Card

provided by ND Clubs & Concessions
Door Prizes

24 Can Cooler & All Weather Blanket

provided by Finance & Administration
Door Prizes

$50 Gift Certificate to Rohr’s

provided by Morris Inn
Door Prizes

Tote, Tumbler, Blanket, & Calendar

provided by Licensing
Door Prizes

$60 Gift Certificate to Legends

provided by Campus Dining
TOGETHER
LET’S CHAMPION
A BETTER
WORK ENVIRONMENT
NDVoice Action Plans

- Met with 19 Action Plan Committees over 60 days
- Committees comprised of non-exempt and exempt staff
- Committed to attend 3 more meetings over the next year (Rounds 2, 3, and 4)
NDVoice Action Plans

• Cross Training Initiative
• Orientation for New Staff
• Peer-to-Peer Recognition Program
NDVoice Action Plans

• Consistent Timely Communication

• Mentoring for New Staff in Notre Dame Culture

• Better use of Recognition Programs
NDVoice Action Plans

Finance & Administration

- HR Training Course for all Staff
- Daily & Weekly Stand-up Meetings
- Promote Innovation
NDVoice Action Plans

Front Desk & Rooms

• Checklist for 1st 90 Days for New Staff

• Communication Across All Departments

• Embrace Diversity & Community
NDVoice Action Plans

Culinary & Outlets

• New Log Books
• Compensation Tiers and Internal Promotion
• Care and Concern for Fellow Staff
NDVoice Action Plans

ROUND 1

• Discuss Recognition of Staff at Change Team Meetings
• Job Shadowing – Walk in Each Others’ Shoes
• Recruiting Pipelines

Banquets, Events & Set-up
NDVoice Action Plans

• Diverse Recruitment Team to Assist With Interviews

• Language Classes

• Daily Pre-Shift Meetings with Weekly Topic
NDVoice Action Plans

ROUND 1

• Suggestion Box for Staff Questions and Comments
• Exposure to New Positions for Advancement
• Monthly Financial Meetings
NDVoice Action Plans

Center for Culinary Excellence

- Emphasis on Safety and Standard Procedures
- Managers and Line Staff Cooperate Side-by-Side
- Basic Knowledge Checklist
NDVoice Action Plans

- Quarterly Internal Talent Discussions
- Strategic Topic Discussions with Campus Partners
- Coordinated Calendaring
NDVoice Action Plans

Safety

Cross Training

Effectiveness

Recruitment

Communication

Recognition

Respect & Fairness

Mission

Accountability

Standard Procedures

TOGETHER
LET’S CHAMPION
A BETTER
WORK ENVIRONMENT