University Staff Council Meeting  
Wednesday, November 17, 2021  
1:00 – 2:00 p.m.  
Zoom:  https://villanova.zoom.us/j/91032951525  
Phone: (646) 558-8656 | Meeting ID: 910 3295 1525

Call to Order and Welcome: Ashley Leamon

Special Guest: Raymond Duffy, Associate Vice President of Human Resources and Affirmative Action Officer

Remote Work Pilot:

1. Concerning evaluation: What information has been/will be gathered to evaluate the success and/or challenges of the pilot program? From whom/where will the information be taken? Does HR plan to reach out for input from all supervisors that manage remote employees? Does HR plan to canvas/survey all employees to whom the pilot policy applies to get a sense of what is working/not working and what is important to the community as a whole? If a survey will be administered, will those results be made available to the community?

Overview of the Pilot Program – flexible hours and remote work opportunities highlighted in the flexible work plan. We recognize that the world today, post-pandemic, is very different than pre-pandemic. Number of individuals that were involved with creating the current pilot program. We discussed lessons learned from various aspects across campus, that came together and spoke about what flexibility looks like, what faculty and staff are asking for moving forward. Faculty were asking to have office hours via zoom, and instead of having full course online if there was one section that made sense to have via zoom could they have the flexibility to do that. For staff, HR attended numerous webinars to learn what our peer institutions and higher education is doing. Villanova landed on offering flexibility but not losing the contents that make Villanova an on-campus learning institution. The current flexibility plan is more on the conservative side. Moving forward, Villanova may explore (1) a compressed work week and (2) job sharing. There is no current centralized system to track working hours for all departments, in addition to the attendance tracking for all faculty and staff. No systematic way to manage vacation time/time off currently. Job sharing could impact benefits, etc.

Flexible Work Pilot Program – brought to the cabinet. Cabinet’s reaction was that flexibility in the workplace should have been offered pre-pandemic. (i.e. travel schedule and requiring on-campus presence the same-day). Occasional remote work lends itself to home repairs or needing to hunker down to get work done at home.

Hybrid/Flexible Work – last year we were not in a full, on-campus normal operation. The discussion was to start with one day per week, a regular structured arrangement, 20% of the total work week. If pilot program is approved by manager and it needs to extend more than 3 months, HR should be notified.  
- Operational areas need to be covered 5 days a week.
- Should you have a meeting that requires your presence on-campus, you are required to be in attendance.

Other higher ed institutions may be offering 2 days per week work remotely, but those institutions were not open all year last year.

**Employees should feel comfortable coming to HR to discuss equity, opportunity if they feel their managers are not being fair. Reach out to Albert or Jen to further these conversations. Email: hrfwp@villanova.edu**

Unfortunately, it is not a one-size-fits-all policy.

2. What’s the process like after the trial? Will there be a permanent, University-wide approach to remote work for staff? Is there a target day to adopt an official policy? Do you see the program expanding in the future?

   University hasn’t reached a conclusion on how they will go about surveying or evaluating the pilot program. A survey could be something in the future. Of course the requests submitted will be evaluated by HR.

3. The current pilot allows 20% of an employee’s workweek for remote work – if HR is going to make a determination to extend the pilot program to a permanent program, and when they will make that decision? Is HR planning to consider increasing the # of days for remote work, especially since space is an issue on campus and since their form lists options for 1-5 days/week?

   *It could happen today. Formally you could be working 1 day/week from home. The policy covers this.*

4. Why are some areas able to request more than 20% remote accommodation but most aren’t?

   *There are some positions on campus that are 100% remote, and those existed before the pandemic. While the policy doesn’t prevent people from working from home more than 1 day/week. If the policy is successful, perhaps we move to 2 days/week.*

5. What is the University doing to accommodate the staff who cannot work from home i.e. custodial, trades, Public Safety officers, food service workers, etc.? Any incentives for employees who are unable to take the remote pilot option?

   *We recognize that there is a bit of inconsistency, due to the structure of the job. On the surface, it is not a one size fits all. It’s important to remember these positions were paid in full for 3-5 months without having to report to campus to work. Living wage: we are trying to move our base wages to $15/hour, for all positions with hourly bands beginning 6/1/22.*

6. Some staff have reported that their remote work pilot process has been so micromanaged by managers that it is almost impossible for some to WFH. Other departments appear to have fewer restrictions and a great deal more flexibility. Morale
isn’t great and people feel like they’re not trusted. Any ideas on how to navigate these scenarios?

HR has published guidelines that employees and managers should be following in regard to the pilot program. A new position in HR has been created, but not filled yet, that would be responsible for trainings such as this.

7. Why can’t the University allow remote work on a more flexible basis, and more than once weekly? There are situations that arise that require more flexibility and I would like flexibility for a second remote day.

8. Summer remote work pilot – will there be one? (Or Fridays off in the summer?)

Opting in/out – this policy isn’t a one size fits all. Employees might request this flexibility in the spring semester vs. the fall because of workload. Communication forthcoming regarding summer hours, should be released in the next week. Depending on what is determined from the President’s Office, flexibility will also be reviewed.

Related to the COVID-19 Pandemic:

1. If the University will be offering booster shots? Has HR/University considered any policies or procedures relating to boosters?

   Great question, this is under active discussion. We rely on our internal physicians and local county officials. At present, there will not be a requirement for booster shots. Depending on the vaccines, boosters, pills etc. perhaps boosters will not be required if there are alternative options. Not required to update submitted vaccine cards if you have received a booster shot.

2. If/when/how employees will be notified when the 403(b) contributions match to TIAA-CREF that was stopped during covid will be reinstated?

   This already occurred. There was messaging that this contribution would be put back into employees’ accounts by either June or July. Please check, and if it does not match please contact Beth Green in HR.

3. Staff have expressed concerns regarding the low levels of compliance with the campus wide mask mandate. What can be done to ensure a safe working environment for staff?

   This is part of the active discussion. The current masking policy is facing problems as it is not being observed. The challenge with the adherence piece, as community members we are collectively doing well in the office setting or in the classroom. The challenges exist at basketball games, walking around classroom buildings and social, shared spaces. We are discussing where it makes the most sense to enforce and require mask wearing.

4. What is the current plan for whether and to what degree masks will be required on campus this Spring?
A decision has not been made regarding masks this spring yet. It’s under active discussion to make potential changes. The university is planning to stay the course for the remainder of the fall semester.

General

1. Last year during the pandemic, we were given some flexibility in writing our self-evaluations and we were allowed to submit a narrative rather than using the pre-determined form that is in the Performance Management system. I felt that the narrative was a much better option for me. Do you think the option of writing a narrative can be continued?

   Email from Jen Derry likely to be coming out to managers and supervisors regarding setting up the standard performance reviews by end of March. Goal narratives that were written may be used to assist with goal setting for the current performance review management cycle.

2. If the University plans to continue summer Fridays off?

   To be determined, forthcoming message from the President’s office.

3. What are the actionable items being implemented for more diverse hires and retention?

   The Aequitas committee established by Fr. Peter, there are a number of different programs throughout the university to oversee this. There is a subcommittee that is jointly working on this which includes faculty and staff to reevaluate the employee structure and DEI efforts. The university is currently working with 5 consultants to get a better hold on the structure to evaluate this, and our hope is to engage with a consultant in 2022 to determine what structure/recommendations should be implemented within the next budget cycle. In terms of retention, two new positions (assistant director and comp analyst) in HR will assist with helping to manage new hires. We need to figure out through ERGs that we are attracting talent that feels they are welcome in the greater Villanova community.

4. When will student worker minimum wage be increased? Will the new wage be competitive with local businesses?

   This is under active discussion, and there is support at the cabinet level to make changes in this area. The student level will likely not match the level of staff. Likely the student level will be elevated. There are student jobs that are currently offering competitive wages, including TAs.

5. Is there an email in HR where concerns can be submitted?

   hrfwp@villanova.edu

6. Holiday staff gift being “time off” rather than an object

   We will consider it, but for this year a gift has already been purchased.
7. Any updates on the personal finance and other personal development courses USC could offer?

Ashley and Tim Bair currently discussing this, will provide more information soon.

8. College Based USC committee roll out support

We will be re-writing the charter for USC to create space for non-reps to participate in USC committees, as well as a blueprint for how areas can create their own area staff councils.

9. We understand that ‘exempt’ means that employees are here until the job is completed. But how much work is too much? In a normal work environment, what should be expected of exempt employees on an ongoing basis? What is standard practice, what is excessive, and when is it appropriate to come to HR with a concern?

The reality is that many of us are exempt and work more than 35 hours/week. It is HR’s hope that managers will work with their employees to accommodate scheduling, whether it be working from home the next day or adjusting meeting schedules as need be. We cannot count hour per hour. In a nonexempt situation, these individuals must be compensated for every hour worked.

Please speak with HR if you have concerns, Albert or Jen are the best contacts.

Updates on Old Business:

- Community First/Policy Committee Update (Chrissy Quisenberry)
  - The Policy Committee is discussing masking for the spring, but no official decision has been made at this time.

- USC Logo Update
  - Logo request is submitted—Ashley will share options with USC when the logo options are shared—this might be outside of a meeting, using Teams for review and feedback.

- University Council Meets in December
  - Andrew and Ashley have a University Council meeting on December 1 — Let us know what we should take to this meeting. Current items: rewriting the charter, increased support for staff professional development opportunities, greater engagement with staff through rebranding

Committee Updates:

- Communication – Christine Nass

We met last month, Christine and Akima will be co-chairing moving forward. The website/re-branding is rolling, will be grouped together. They have completed an initial audit, and have a list of items to be archived in working with UNIT.
• **Community** – Nat Harrison

  *Soup Kitchen* – looking for 5-7 volunteers to assist during winter break.

  *Staff Holiday party* – 2-day event planned, 45-minute slots on December 7 and 8th for staff to attend a formal luncheon for 250 people; a sign-up sheet is forthcoming. Looking for volunteers for each block to assist with turnover. To-go dessert and gifts offered! Toys for Tots drive will be onsite for collection too.

  Dec. 3rd – tree lighting
  Dec. 9th – Christmas village, food trucks, vendors.
  Dec. 14 – Midnight Shift Breakfast at 5 am, call for 4-6 volunteers is forthcoming.

• **Staff Development** – Tim Bair

  *If your area has any scheduled webinars/events, email them to Tim so he can share them on USC’s website.*

  *Looking to create a development fair – Spring 2022. Reviewing funding, more to come on this.*

• **Staff Recognition** – Amy Lenahan/ MacKenzie Suber-Robinson

  *November Villagnome Winner – Human Resources*

• **Staff Resources** – Rachel N’Diaye

  *No updates this month.*

**Area Updates:**

**CLAS –**

**CLAS Staff: Seeking your input on sustainability!**

Join your CLAS colleagues to share ideas on how to be more sustainable at the office and at home. Email Lindsay Bair if you would like to be part of this conversation. Our goal is to set up a meeting in December (with sustainable refreshments!) to hear your questions and ideas. *CLAS Staff Committee on Sustainability.* PS - Be sure to check out the November issue of the Sustainability Newsletter!

**Falvey Memorial Library –**

**CABINETS OF CURiosITY EXHIBIT (THROUGH JAN. 7)**

A cabinet of curiosities was a collection of artifacts deemed unusual or interesting largely because they represented areas where knowledge was limited or unknown. This exhibit follows
in the spirit of these historical collections by gathering together items of interest from Falvey Library's Special Collections. In addition to representing a broad array of subjects, many of these objects are rarely displayed because they do not fall into the scope of our regular themed exhibits.

**End date: Jan. 7, 2022**

**VILLANOVA GAMING SOCIETY**

*Friday, November 19th, 2021, at 2:30 PM in Speakers' Corner*

Join the Villanova Gaming Society most Fridays during the semester 2:30–4:30 p.m. in Falvey Memorial Library's Speakers' Corner for some fun! The VGS is a social club focused on recreation and relaxation. Participants gather once a week to play video games in a safe and fun environment. The VGS also has the pleasure of participating in video game activities, such as tournaments and expositions, and is always accepting new members!

This event series, co-sponsored by Falvey Memorial Library and the Villanova Gaming Society, is free and open to the public.

**FALL 2021 FALVEY FORUM WORKSHOP SERIES: INTRODUCTION TO QGIS**

*Wednesday, December 1st, 2021, at 12:30 PM in Zoom*

Join Jennifer Santoro, Visiting Instructor, Department of Geography and the Environment, Villanova University, on Wednesday, Dec. 1, from 12:30–1:30 p.m. for a virtual workshop entitled “Introduction to QGIS.” QGIS is the leading free and open-source GIS software available, with functionality similar to ESRI's ArcGIS software suite. QGIS works on multiple operating systems and allows users to create, analyze, and map spatial data. In this workshop, you'll learn some basics of using QGIS, including adding shapefiles, using spatial analysis tools, and creating maps. Instructions for downloading and installing QGIS onto your own machine will be provided one week before the workshop.

This ACS-approved event, sponsored by Falvey Memorial Library, is free and open to the Villanova community.

**REGISTER HERE.** A Zoom link will be sent to registrants one day prior to the workshop.

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**CPS –**

CPS Open House for Degree & Certificate Seeking Students - TONIGHT (11/17) @ 6 PM: [https://explore.villanova.edu/portal/VillanovaCPS_Admissions_Events](https://explore.villanova.edu/portal/VillanovaCPS_Admissions_Events)

Professionally Focused Webinar Series: "10 Easy Ways to Make Your Job Search more Successful" - 12/7 @ 3 PM: [https://www1.villanova.edu/university/professional-studies/villanova-cps-experience/webinar-series.html](https://www1.villanova.edu/university/professional-studies/villanova-cps-experience/webinar-series.html)

**Mission & Ministry –**

1.) Campus Ministry is in need of a lot more turkey and chicken donation boxes for Friday's "Thanksgiving Outreach Drive." We would greatly appreciate it if you would consider shopping for a donation box. More information about the Thanksgiving Outreach Drive, including a shopping list for the donation boxes, can be found on [the Thanksgiving Outreach webpage](https://www1.villanova.edu/university/professional-studies/villanova-cps-experience/webinar-series.html).

2.) Please be on the lookout for our annual "Spread the Spirit" Christmas giving opportunity for North Light Community Center and a few other nonprofit organizations. Preliminary information about this opportunity is available on the [Spread the Spirit webpage](https://www1.villanova.edu/university/professional-studies/villanova-cps-experience/webinar-series.html) but more information will be coming soon.

3.) Join the Villanova Pastoral Musicians in St. Thomas of Villanova Church on Wednesday, December 1 at 7 PM for their free holiday concert, "All is Calm, All is Bright." It is open to the public and masks are required.

4.) Faculty, staff, and graduate students are invited to participate in the annual Advent Retreat on Friday, December 10 from 10:00 AM - 11:45 AM. Rev. Julie Sheetz, the Campus Minister for Ecumenical and Interfaith Outreach, will be facilitating the retreat, which is called "From Scared to Sacred: Receiving the Gifts of Darkness." You can sign up for the retreat through [this link](https://www1.villanova.edu/university/professional-studies/villanova-cps-experience/webinar-series.html).

**Office of the Provost–**

Honors Senior Thesis Research Conference: 12/3

You are cordially invited to join us Friday, Dec. 3rd starting at 9:30 a.m. in Garey Hall & via Zoom for our Honors Senior Thesis Research Conference. Honors Thesis Seniors are midway through their year-long research projects that will culminate in a thesis defense in April. You can view our Honors Thesis Research Conference Program 2021, to learn more about our students and their topics. If you see a former student, advisee or a topic of interest, we hope you can attend that student’s presentation! We will have additional details in Campus Currents regarding presentations times, but you can certainly reach out to our Seniors directly for more information on their topics.
VSB –

VSB’s Moran Center for Global Leadership Celebrates International Education Week!

International Education Week is an opportunity to celebrate the benefits of international education and exchange worldwide. This joint initiative of the U.S. Department of State and the U.S. Department of Education is part of our efforts to promote programs that prepare Americans for a global environment and attract future leaders from abroad to study, learn, and exchange experiences.

Please see the following list of free activities below:

**Monday, Nov. 15th** A Video Message from U.S. Secretary of Education Miguel Cardona

*We invite you to view a special video message from U.S. Secretary of Education Miguel Cardona* (above) *on the occasion of International Education Week 2021.*

**Tuesday, Nov. 16th at 5:30 PM EST, PWC Auditorium, Bartley Hall 1011**

*Moran Center for Global Leadership Global Opportunities Information Session*

**Wednesday, Nov. 17th at 6:30pm EST, PWC Auditorium, Bartley Hall 1011**

*VU International Student Professional Development Committee*

*Job Search & Visa Process for International Students*

**Wednesday, Nov. 17th at 6:30 PM EST**

*Sustainability Panel - Fashion, Beauty & Retail Industries*

Handshake link: [https://villanova.joinhandshake.com/events/892256](https://villanova.joinhandshake.com/events/892256)

- Al Iannuzzi, VP of Sustainability, Estée Lauder Companies
- Jennifer Spoljaric, EVP of Supply Chain and Sustainability, Tommy Bahama
- Olivia Morgan, Sustainability Manager, Knickey
- Marissa Oswald, People Operations at Formlabs (MA in Sustainable Fashion)
- Ali Poling, Director of Compliance and Sustainability at Delta Galil Industries

**Wednesday, Nov. 30th at 1:00 PM EST**

*Industry Zoom with Aude Vergne, Chief Sustainability Officer at Chloé*

Handshake link: [https://villanova.joinhandshake.com/events/903879?ref=events-search](https://villanova.joinhandshake.com/events/903879?ref=events-search)

Aude Vergne is a leader in sustainable initiatives for the luxury fashion industry. For the last year, Aude has worked alongside Gabriela Hearst, Creative Director of Chloé, to achieve
aggressive sustainable and ethical goals. In Oct. 2021, Chloé became the first luxury fashion house to receive a B-Corporation certification, establishing their continued efforts in making strides in the luxury sector.

Thursday, Nov 18 at 12:00 PM EST  Citizen Diplomacy International Diplomacy and Dialogue: International Art Series

REGISTER

Guests Moussa Diogoye Sene and Louis Massiah will explore the themes of art, culture, and architecture and how these sectors should be supported in tandem with agriculture, education, and health. We will speak with them about how their organizations create space for local and international artists to amplify the voices of their community.

Thursday, Nov 18 at 5:30 PM EST, Curley Exchange, Bartley Hall

Moran Center for Global Leadership Global Networking Event

Join us to celebrate Villanova University’s rich global network of students, staff and faculty. Participants will enjoy student performances and demonstrations, learning about international and cultural programs, student organizations, and global opportunities all while sampling international cuisine. Raffle prizes awarded!

Friday, Nov 19th at 10 AM EST  U.S. Commercial Service Philadelphia

REGISTER

Join the U.S. Commercial Service Philadelphia, with special guest Congresswoman Susan Wild, as they discuss the importance of international trade and having a strategy to enter new markets and increase international sales. Learn about the small business resources available to pursue export opportunities.

University Advancement -

- Alumni Relations and the Career Center just wrapped up the annual Nova Network November, which is a series of more than 40 events dedicated to enhancing the professional development of Villanova alumni, parents, graduate students and students in the College of Professional Studies. All programs and events will take place during the month of November online, on campus and across the Nova Nation.
- Fr. Peter’s annual Christmas Party for the President’s Club will be on Thursday, December 16 at the Philadelphia Art Museum.

Adjourn

Next Meeting: TBD – No December meeting planned.