

## University Staff Council Meeting

Wednesday, August 18, 2021

1:00 – 2:00 p.m.

Zoom: <https://villanova.zoom.us/j/91353834575>

Phone: (646) 558-8656 | Meeting ID: 913 5383 4575

### In Attendance:

- Ashley Leamon
- Andrew Pellens
- Molly Freitag
- Lisa Harris
- Terri Wosczyzna
- Elaine Lamberto
- Elizabeth Remelius
- Todd Robinson
- Muriel Murray
- Lorraine Holt
- Tim Bair
- Rachel N'Diaye
- David Walsh
- Christine Nass
- Nicole Gostkowski
- Nat Harrison
- Maria Coan (for Akima Redding)

### Absent:

- McKenzie Suber-Roberson
- Jen Jeffrey
- Alex Iannucci
- Alex Richards
- Amy Lenahan
- Kelly Amber
- Chrissy Quisenberry

**Call to Order and Welcome:** Ashley Leamon

**Special Guest:** No guest for August 2021

### Updates on Old Business:

- **Community First/Policy Committee Update (Chrissy Quisenberry)**  
*Chrissy did not attend.*
- **Welcome Todd Robinson, new representative for Enrollment Management!**
- **Childcare Assistance Proposal Update**
  - *This proposal was not approved and will not be moving forward, but it was elevated to HR for further consideration. To see if benchmarking in relation to other universities should be pursued.*
  - *Faculty Congress is working on a possible edit and resubmission.*
- **COVID-19 Task Force Update (Molly and McKenzie)**
  - *Proposal to be reviewed by HR; Committee chaired by Randy Weinstein will provide recommendations to the Cabinet/Dean/Chairs during this coming Monday's cabinet meeting.*
  - *More updates will be provided as they become available.*
- **Summer 2021 USC Rep One on Ones**

- *Thanks to everyone for some great meetings over this summer. We learned a lot about all of you and appreciated your thoughts around USC and staff support at the University.*
- *Highlights from these meetings will be shared during New Business for discussion.*
- **Changes to USC Meeting Structure**
  - *We are planning to have an in-person meeting in September, but we will make a change if in-person feels irresponsible as we get closer to that date.*
  - *For future meetings that may be in-person, we will also offer a Zoom link for anyone who needs to join remotely.*
  - *Moving forward, areas will not be required to verbally report area updates. If anyone has staff focused events or updates from their area, we encourage you to share them when we open the floor for general Area Updates.*

### **Committee Updates:**

- **Communication** – Christine Nass –
 

*The Communications Committee has reviewed the website and is ready to provide their suggested updates; hoping to revisit mid-September once everyone is better-acclimated to working on-campus. Nat and Christine have discussed the USC website revamp, will need assistance from UNIT to make the suggested updates. Nat will assist with seeking's UNIT's help with the website revamp.*
- **Community** – Nat Harrison
  - *The Community Committee has met several times, hoping to connect in-person now that all members are back on campus. We've discussed working on the ideas discussed: Monday morning coffee truck, mobile treat unit visits around campus. We are also speaking with HR in working to assist/promote with the lunch time walks (in association with NovaFit).*
- **Staff Development** – Tim Bair
  - *The Staff Development Committee has been benchmarking what other universities have been doing. Tim will be reaching out to Ashley/exec. Committee with requests/recommendations. Discussions have included using HR learning credits and LinkedIn learning.*
- **Staff Recognition** – Amy Lenahan
  - *In discussion with the President's office to have a luncheon in October to recognize the last two year's winners. An update to be provided in the coming weeks, the committee is cognizant of the size and scope of this event and the COVID-19 Delta variant.*
- **Staff Resources** – Rachel N'Diaye
  - *The Staff Resources Committee received many suggestions through the USC online form this summer. All suggestions, many regarding the future of remote work, were submitted to HR for further review.*
  - *We discussed how we could collectively share the feedback collected through the form:*

- *Creating a document available via single sign-on as an option for sharing with our community.*
- *We also discussed creating an archive of any submissions received, instead of determining which posts should/should not be shared.*
- *We will need to include an option for individuals to opt-in or out on whether they would prefer their submission be published.*

**Area Updates:** Andrew Pellens

- *Tuesday, September 21<sup>st</sup> is 1842 Day, Villanova's 5<sup>th</sup> Annual Giving Day*
- ***Student Involvement Fair**, hosted by The Office of Student Involvement (OSI), is Friday, August 27<sup>th</sup>, from 4-7pm on Mendel Field. Over [200 student organizations](#) are participating as they look to display their unique missions! Rain location is the Finn.*
- *Sunday August 29<sup>th</sup> –Welcome Back Mass on the Rowen Campus Green, followed by food trucks festival on Mendel Field.*

**New Business** (Open Floor for Questions, Ideas, and Suggestions)

- **Summer 2021 USC Representative One-on-One Meetings**
  - Thanks to everyone for some great meetings over this summer. We learned a lot about all of you and appreciated your thoughts around USC and staff support at the University.
  - We will combine key feedback (anonymously) to share out asap, but some highlights are:
    - Many of you were interested in joining USC to collaborate across university silos and increase communication and community involvement throughout the University.
    - Many of you noted that we should work to increase communication across committee work—how can committees support the work of other committees? Are there any additional committees that we need?
    - Many were pleased and impressed with how the University and HR specifically communicated with all staff throughout the pandemic.
    - Accountability across roles was a hot topic as well, which I think HR is working to improve as they work on manager role competencies.
    - How can we reconnect post-pandemic? “A return to normal” can diminish the experiences we’ve had over the past 18 months, so how do we reconnect using the lessons we learned to adjust to what is now, rather than realign with what was?
      - *Christmas Gift*: *looking for suggestions, HR staff members work informally as a committee to solicit/select the gift each year (Tim).*
        - *A gift that focuses on health and wellness, promotes work-life balance.*
        - *USC members to solicit gifts ideas from their departments and share with HR/Tim.*
      - *Networking Opportunities*: *Suggested creating an opportunity to speed-network, Zoom would be a great virtual tool to use to promote cross-campus engagement (Christine).*
        - *Virtual Quizzo was an idea suggested.*

- How can we improve meeting accessibility for reps who have offices not on main campus? We checked in with Parking and Transportation, and they shared that there will be three drivers for the shuttle this fall.
  - Meeting Accessibility: *The Parking office unfortunately cannot offer flexibility for those who do not have a main campus parking permit as community members; they recommended those not on main campus use the [Villanova Van on demand](#) for shuttle service (Andrew).*
- How can USC better clarify for staff the opportunities on campus that apply to them?
  - Website: *Discussed a staff development page, that can be linked to the events calendar and HR website, so it is readily accessible to all staff (Ashley)*
- How can we best support part-time or hourly workers who may not work 9-5 and have the same level of engagement on campus?
  - *Further discussions regarding identifying these areas on campus and how we can best target our colleagues.*
- How do we make sure staff know that we exist? Of course, we post in campus currents, have a web presence, attend new staff orientation, etc. But what else could we be doing? Someone recommended a staff-focused newsletter, but how can we set that apart from campus currents? From sharing minutes?
  - New Staff Orientations: *have been held virtually since March 2020. HR is hoping to host the first in-person orientation next month.*
  - *Please let the executive committee know of any ideas your respective areas might have regarding increasing USC visibility through our campus committee.*

Childcare Question: *Several questions from faculty and staff regarding an internal list created by the university of babysitters/students on campus (Christine)*

- *College of Nursing previously provided a list of current students that were CPR certified (Lisa)*

**Adjourn 2:01 pm**

**Next Meeting:** Wednesday, September 22, 2021 Location TBD

**Area Update Notes:**

- **Athletics** (Lisa Harris)
- **Auxiliary Services** (McKenzie Suber-Roberson)
- **Charles Widger School of Law** (Jen Jeffrey)
- **College of Engineering** (Terri Wosczyzna)

- **College of Liberal Arts & Sciences** (Elaine Lamberto)  
*CLAS Welcomes New Staff Hires and Transitions 2021:*  
*The Office of Undergraduate Students:*

**Emily Wetzel-Ulrich**, Retention Coordinator

The Lepage Center

**Andreina Soto Segura**, Center Administrator

Department of Chemistry

**Mary A. Klein**, Administrative Assistant II (Transitioned from Health-Related Science)

Department of Education & Counseling

**Adzo “Esther” Gasonu**, Program Coordinator

Department of Theology and Religious Studies

**Sarah Peters**, Program Coordinator

Department of Theatre

**Amanda Coffin**, Production Manager

- **College of Professional Studies** (Elizabeth Remelius) – No Updates
- **Office of Diversity, Equity and Inclusion** (Alex Iannucci) – No Updates
- **Enrollment Management** ()– No Updates
- **Facilities Management** (Muriel Murray) – No Updates
- **Falvey Library** (Lorraine Holt) – No Updates
- **Financial Affairs** (Alex Richards) – No Updates
- **Human Resources** (Tim Bair) – No Updates
- **M. Louise Fitzpatrick College of Nursing** (Rachel N'Diaye) – No Updates
- **Mission & Ministry** (David Walsh) – No Updates
- **Office of the Provost** (Akima Redding) – No Updates
- **Public Safety** (Amy Lenahan) – No Updates
- **Student Life** (Christine Nass)

- **Student Life** is beginning strategic planning within the **Rooted and Restless** plan this Fall.
- **Orientation** is proceeding as it normally would this year.
- **Family Weekend** is planned for Friday, September 17 – 19, 2021.
- **Student Involvement Fair**, hosted by The Office of Student Involvement (OSI), is Friday, August 27th, from 4-7pm on Mendel Field. Over [200 student organizations](#) are participating as they look to display their unique missions! Rain location is the Finn.
  - **Registration for Student Orgs** continues through 8/24 via VUGroups
  - If you have questions about this event, please email [stephen.koch@villanova.edu](mailto:stephen.koch@villanova.edu) or visit [Villanova.edu/SIF](http://Villanova.edu/SIF) for details.
- **One Book:** Tara Westover is coming to campus on Thursday, September 9, 2021. Exact schedule tba.

### *Community First Programming*

- **On the Green** weekend evening programming to resume this semester, including weekend food trucks.
- **New undergraduate students** will receive the Community First chairs, as students did last year, to facilitate outdoor gathering.

### *DEI Committee*

- The **Student Life DEI committee** met through the summer and is planning a training day for all Student Life staff

### *Fraternity & Sorority Life*

- Our annual **Get to Know the Greeks** Involvement Fair is scheduled for Thursday September 2nd from 7-9pm at the Reilly Ellipse. All Fraternities and Sororities (24) will be tabling and providing information to new students interested in learning more about how to become a member and what the criteria is to join.
- **IFC Fraternity Recruitment** will run from September 9-16th wrapping up just in time for Family Weekend festivities.

### *Health Services*

- The Ad Hoc **Student Life Mental Health and Well-Being** committee of the last couple of years is being formalized as a standing committee (with the same name)

### *Health Promotion*

- **Cristina Babyak** is our new **Coordinator of Community Well-Being Strategies**, and she will work with our student Community Advocates to offer opportunities for students to connect and reflect with each other and with campus resources to ensure that their peers are aware of and comfortable seeking support for their health and well-being, particularly around the following topics: alcohol and other drugs, sexual violence, sexual health, and nutrition and fitness. She will also oversee small group processes for students who have had mid-level alcohol-related incidents and will work closely with the Dean of Students office to coordinate preventative and responsive strategies for communities of students who demonstrate higher risk behaviors.
- We will be debuting our brand new Thrive 365 online for all students at Villanova – undergraduate, graduate, and law students. This portal will personalize to the student through their creation of a profile, completion of self-checks, and goals that they set for themselves. The portal is confidential and will allow a student to cultivate resources, information, and strategies that are customized to their interests, goals and self-check scores. The Director and Assistant Director will be conducting a ‘campus tour of sorts’ to share the portal, its potential uses inside and outside the classroom, and acclimate key campus departments on how they can use the portal to promote their own resources, services and information. To schedule your 20-minute Thrive 365 online portal orientation, contact [healthbytes@villanova.edu](mailto:healthbytes@villanova.edu).

### *Health Center*

- - Please refer to Fr. Peter’s email from 8/12/21 for Masking & other COVID updates.

### *Counseling Center: no updates*

Also, for non-departmental meetings and larger capacity events, I’m including a link to the Villanova Events page here: <https://www1.villanova.edu/villanova/events.html>

*Please remember to use that link first, especially, when the need for large capacity space is needed and also when having non-Villanova visitors coming to campus (for example, Symposiums, Workshops, DataFest and any other non-campus individuals who will be coming here to attend meetings). This will help keep communication fluid between us and the Villanova Events Management Committee.*

- *The St. Augustine Center began a Phase 1 refresh for basement and first floor levels with new carpet and freshly painted walls! All subsequent floors will be part of the Phase 2 refresh.*
- *Dean Lindenmeyr will be hosting a Welcome Back Luncheon for CLAS Staff in September.*
- **UNIT** (Nicole Gostkowski) – No Updates
- **University Advancement** (vacant)

***Save the Date: [1842 Day](#), Villanova's 5<sup>th</sup> annual day of giving, is Tuesday, September 21.***

*We'll come together in support of Villanova—our students, faculty, staff and our communities—by giving back to the areas that mean the most to us. There are more ways to participate than ever before, including a virtual 5K and free digital downloads!*

- ***[1842 Day Ambassadors](#)***: *Join 300+ Villanovans who are reaching out to their Villanova network to inspire giving on behalf of any area they are passionate about. Ambassadors can be students, faculty, staff, alumni, parents or even friends of other family members who have a Villanova network. We will provide training and resources to make your role easy and impactful based on the time you can commit—whether that is 15 minutes or five hours, your time makes a difference!*
- ***[Digital Downloads](#)***: *Download free Villanova backgrounds to show your pride! There are options for smartphones, desktops and more.*
- ***[Photo Contest](#)***: *Submit your favorite Villanova-themed photos to the 1842 Day Picture Mosaic Contest by August 31. Every submission is a chance to win Villanova prizes!*
- ***[Virtual 5K – Earn 50 Nova Points](#)***: *Run, walk, bike or swim to help us reach our goal of 1,842 total miles. Your registration fee of \$18.42 will directly support the Villanova Scholarship Fund and you'll be counted among our donors for 1842 Day. You also have the option to get an 1842 Day 5K t-shirt. Register by Thursday, Aug. 26, to get your t-shirt by race weekend. Plus, Villanova faculty and staff can earn 50 Nova Points for participating! Once you complete your 5K, make sure to visit the [NOVAfit!](#) portal to confirm your participation.*
- **University Communication and Marketing** (Nat Harrison) – No Updates
- **Villanova School of Business** (Kelly Amber) – No Updates