



USC Meeting Minutes

June 10, 2020

Virtual Zoom

In Attendance:

Catherine Ross
Shawn Proctor
Ashley Omlor
Abby Henshaw
Chrissy Quisenberry
Lisa Harris
Lauren Kassel
Jennifer Jeffery
Andrew Pellens
Ashley Leamon
Elizabeth Remelius
Kim Loux
Lorriane Holt
Tim Bair
Rachel N'Diaye
Brian McCabe
Maria Coan
Sarah Becker
Molly Freitag
Nathaniel Harrison
Kelly Amber

Excused: Ryan Gillon, Alissa Schweitzer

Executive Committee Updates:

- Election Day Proposal (see attachment): University Staff Council has been asked to support a proposal to request University sponsored paid time off on the date of federal elections.
 - Suggestions: Use personal/sick time, flexible work schedules, treat like jury duty, assistance from HR for mail in option
 - <https://policymanual.hr.georgetown.edu/600-time-away-from-work/609-voting-time/#>
 - <https://hr.wustl.edu/managing-time-off-for-voting/>
 - The Executive Committee will share suggestions with Faculty Congress
- Addressing staff concerns
 - Each of us plays a role in furthering Villanova University's mission, and in improving the academic and community atmosphere. Our longtime and newest employees frequently think of ways to improve our community, our own work processes and those of others. If you have an idea, concern or suggestion, the

University Staff Council would love to hear from you. Submissions may be made anonymously. Please click More Info to learn more about how suggestions will be used and shared, and how submissions can be anonymous, or not, if desired.

- Link to: <https://www1.villanova.edu/villanova/staffcouncil/suggestions.html>
- Concern raised about staff being left out of important information regarding the possible academic plans for Fall (see attachment)
- Another example of staff being excluded: the “Justice for George Floyd and Others Statement” that started circulating on Friday:
https://www1.villanova.edu/content/villanova/facultycongress/feedback/justice_blm_statement_secure.html?fbclid=IwAR1FgZsE2L4yOZ3dWe7v82uVPCDht3Wb9y0b3AOf3Elp9rtY08F4XPYUVAI
- Elections and staff representation
 - Executive Committee is looking into working with Dr. Nance to structure more inclusion
 - Nominations for area representatives are not specifically outlined and should include descriptions and criteria for selections
 - Idea for Election Subcommittee
 - Idea for at large members
 - If you would like to be involved, please email Catherine

Guest Speaker: Jen Derry - Ideas for Staff Development Programming

- HR is working on staff development programs and is taking suggestions on topics. In the works is LinkedIn Learning which offers over 10,000 expert led resources.
- If you have a topic suggestion, please email Jen Derry or Catherine directly

Area Updates:

College of Professional Studies:

- The College of Professional Studies is launching the Pre-College Summer Academy. This program is open to rising 10th, 11th, and 12th grade students. More information can be found here:

<https://www1.villanova.edu/university/summer-sessions/pre-college-summer-academy.html>

Falvey Library:

- Falvey Memorial Library Adds New Public User Interface for Finding Aids

Distinctive Collections and Digital Engagement is proud to announce finding aids are now publicly available and searchable through the VuFind catalog and a public user interface through ArchivesSpace, a discovery portal for archival and other unique materials at Villanova. This means greater access to Falvey's collections, especially for the University Archives, which has not had any detailed content information made public before. Now Special Collections' finding aids for manuscript collections and all the Villanova Presidents' papers from the 1870s to the 1980s are publicly accessible. In addition, some finding aids will have links to digitized content in our digital library. More information can be found here:

- <https://blog.library.villanova.edu/2020/06/08/from-the-archives-dcde-adds-new-public-user-interface-for-finding-aids/>

UNIT

- Online Workshops

Ongoing workshops being offered by UNIT employees that include topics such as:

Improving video and audio for online lectures

How to use digital whiteboards in your micro-lectures

AEM Training

Creating micro-lectures for summer courses with Mediasite Desktop Recorder

<https://www1.villanova.edu/villanova/unit/helpsupport/traininghelp/schedules.html>

- Setup Call Forwarding

Do you want to set up call forwarding from your office phone to your cell phone, or need to make business calls from your mobile phone? UNIT offers a feature to set up call forwarding to redirect your office line to mobile line. To start the process, visit: <https://villanova-apps.easyvista.com/?token=ZNRkm2fWZbH3uAeQfF1eDA%3D%3D#?page=5968e24f793a> - then click on Forward Office Phone Extension and follow the steps.

- Classroom Technologies Updates

UNIT's Classroom Technologies team returned to campus in May to continue and complete AV system upgrades inclusive of redesigning the AV systems from the ground up to include all new Infrastructure, HD Laser projectors, Cameras, Microphones, Wireless AV connectivity, AV VLAN, and 1:1 Mediasite Capabilities. These ongoing upgrades will allow UNIT to elevate the classroom AV systems to support Villanova's standards and improve the quality of user experience, class recordings, and support.

- Skillsoft Online Learning

Skillsoft is an internationally awarded and recognized leader for providing online courseware, videos, and other learning objects ("assets") to enhance your professional and IT skills. Skillsoft has quick start learning programs that have lessons, videos, and job aids in one location. Skillsoft's course catalog is extensive. The variety of subject matter includes analyst research, business skills, productivity and collaboration tools, IT skills, and certifications. If you need a Skillsoft account, please contact the Help Desk (9-7777.)

No Updates:

Athletics

Auxiliary Services

Charles Widger School of Law

College of Engineering

College of Liberal Arts and Sciences

Enrollment Management

Facilities Management

Financial Affairs

Human Resources

M. Louise Fitzpatrick College of Nursing

Mission & Ministry

Office of the Provost

Public Safety

Student Life

University Advancement

University Communication and Marketing

Villanova School of Business

Adjournment

Next Meeting: TBD