



## USC Meeting Minutes January 11, 2017

### *In attendance:*

Judy Duroseau, Liesel Schwarz, Shawn Proctor, Katie LeGrand, Ashley Scioli, Tish Fox, Shaunda Williams, Katie Nadorlik, Kristin Barkdoll, Angela Heinbach, Erin Spina, Dave Borlie, Dave Uspal, Mary Ann Garzio, Annette Lucidi, Lindsey Kriegel, Alissa Perez, Crispin May, Catherine Ross, Abby Henshaw, Michael J. Pennington, Chrissy Quisenberry

### **Meeting Minutes**

**Welcome & Introductions:** Judy Duroseau

**Reflection:** Judy Duroseau

- [175<sup>th</sup> Anniversary Prayer](#)

### **New Member Introductions**

**USC Overview:** Judy Duroseau

- See Appendix for copy of presentation slides

**USC Committees Presentation and Selection:** Liesel Schwarz

- The **Communication Committee** develops and updates all internal and external communications for the University Staff Council, including management of the USC website and Campus Currents submissions.
- The **Community Committee** plans, supports and actively participates in university-wide events that promote community. The events include the Staff Picnic, the Christmas Social, the Midnight Shift Breakfast, and coordinating vans, treats, and volunteers for the St. Agatha/St. James Soup Kitchen.

Planning is done in partnership with Dining Services, Chrissy Quisenberry (President's office), Human Resources, Parking & Transportation and Campus Ministry. There will be meetings held for each event and committee members are expected to be available to help at the events.

- The **Staff Development Committee** provides continuing educational opportunities for staff. Our goal is to identify and hold training for staff areas of interest. Over the past two years we have hosted a number of education sessions on topics such as "Introduction to LinkedIn", "Dealing with Difficult People", "Writing Self-Evaluations for Your Performance Appraisal", "Communication Improved, Conflict Reduced", and "Parental Leave Explained". The committee identifies future topic areas for training, potential speakers or experts to lead the sessions, and coordinates event details.

- The **Staff Recognition Committee** provides opportunities for staff recognition through the coordination of three awards: Above and Beyond, Work Process Improvement and Distinguished Service. The committee works with award committees to advertise nomination opportunities, and organize the award luncheon with Father Peter in the late-April. Committee representatives sit on the award committees, while the chair helps to organize the luncheon with Chrissy Quisenberry (President's Office).
- The **Suggestion Committee** manages digitally collected ideas from staff across campus through the USC website. The goal of this suggestion system, is to improve the work process at Villanova. Each suggestion is given serious consideration and acknowledgement. The committee forwards suggestions along to the appropriate university representative for potential further action. All suggestions not submitted anonymously are responded to promptly with information on potential actions being taken with regards to their idea.

#### **Debrief on the Christmas Social:**

- Suggestions:
  - More gluten-free options
  - Increased seating area
  - More advertising for the recycled Christmas Ornament Contest, via Communication Committee

#### **175<sup>th</sup> Anniversary Update:** Chrissy Quisenberry

- Review of upcoming events, including "Donation Nation":  
<http://www1.villanova.edu/content/dam/villanova/president/Donation%20Nation.pdf>
  - USC Reps are encouraged to share this information as soon as possible and collect donations.
  - More information on other events: [175.villanova.edu](http://175.villanova.edu)

#### **Ideas for Upcoming Guest Speakers:**

- New Deans, including Deans of Law, Business, Law;
- Mark Jackson, Chris Kovolski—Lancaster Avenue Development, Pavilion Project;
- Spring Break Service Trips for staff members;
- NovaFit Programs

#### **(Area Updates Tabled Until Next Meeting)**

- A Salesforce group has been created for USC area updates. All members of USC have been invite to join. Please be sure to send your area updates no later than 24 hours before the next meeting.

**Next USC Meeting will be Wednesday, February 8 at 2:00 PM  
 Location: Garey Hall Events Room (Room 31)**

**All are welcome!**

## Appendix:

### USC Overview Presentation:



About USC PPT.PDF