



**University Staff Council  
October 2013 Meeting Minutes**

***In Attendance:*** Annette Kane, Katie Morris, Allison Venella, Susan Scollon, Gayle Doyle, Kimberly Reilly, Rita DiAntonio, Patricia Haley, Linda Hauck, Albert Baladez, Megan Jacobs, *Matt Gwin*, Julie Helverson, Emily Walsh, Chrissy Quisenberry, Carlos Rodriquez, Jen Whinney, Matt Gwin, JJ Brown, Gary Elder representing UNIT, guest Cheryl McEvoy from University Communications

**Meeting Minutes**

**Welcome & Reflection/General Housekeeping – Allison Venella/Annette Kane**

- Annette shared a seasonal poem of inspiration
- Allison introduced Dave Tedjeske and background on his presentation

Upcoming Reflection Leaders

November 2013	Katie Morris
January 2014	Albert Baladez

**Monthly Presentation –Allison Venella/Dave Tedjeske, Director of Public Safety**

- Overview of Public Safety considerations for in house law enforcement
- Emergency procedures
  - Bank Robbery Campus Lockdown (summer)
    - Made decisions based on information from local law enforcement
    - Took 45 minutes to lockdown with just officers
    - Challenge is that with the Wildcard System you can lockdown the buildings using technology however “when” is a big consideration so that people have time to take shelter
  - Lockdown Drill and Emergency Procedures
    - Prepare faculty staff
    - See how specific units respond to a lockdown
    - Created lockdown kits → building schematics, keys, floor plans, directions etc.
    - 75% of the buildings have trained volunteers
  - Bomb threats on the rise at Universities
    - Met with 10 schools and made agreements for campus wide evacuations
    - Organizing transportation contracts to move people without vehicles
  - Role of the building safety assistance volunteer
- General safety procedure questions

- What criterion determines a lockdown?
  - Dave Tedjeske and Ken Valosky make final decision and look at items such as proximity, type of incident, presence of weapons, intent, etc.
  - Cleary Act – Clear and emanate danger you must notify the community of danger
- What communication methods are best from Public Safety
  - Accuracy and fast response of Nova Alerts
  - Also looking at voicemail systems
  - Nova Alerts is an opt out system
  - There is a Wildcard mobile app that you can use to access building without cards C Board Mobile ID (\$.99 app)
- Community Forum Q&A
  - Next Steps: Not at this point except that Ken and Fr. Peter have spoken
  - Accreditation
    - Assess every three years attitude and climate of the Villanova Community safety and looks at a holistic view of campus community
    - First one came out in 2010 and second is due out in November 2013
  - Opinions vary within Radnor Township and Radnor police as to what Villanova should do
    - Still an internal conversation
    - Radnor not a major player because nothing is determined
  - Main Goals
    - Lessen burden on Radnor
    - More self-reliant → Radnor response time fluctuates depending on what else is going on and the type of call it is
    - 2 officers assaulted in the last month that involves hospital visits; Public Safety does not have the tools they need right now to defend themselves against these types attacks
    - Access to information/databases
    - Legal authority to detain people → rely completely on compliance
  - Day to Day Duties (of armed force)
    - Patrol and response officers
    - Positions such as gate guards will not have weapons
  - Take Away perceptions from the forums
    - Perception varies depending on what role you play in the University
    - Concern that Villanova police would have same attitude/personality of other law enforcement views
- Other
  - Parking permits have been oversold in CEER
  - Campus parking has a small net lost due to Campus Transformation Project
  - Will look into Shuttle Bus accommodations for off hour employees

## **Area Announcements:**

### Allison Venella – Athletics

Villanova hosted Main in the Homecoming Football game on October 26<sup>th</sup>. Men's Soccer team had a huge win against Creighton.

## Linda Hauck - Falvey Library

Please visit <http://library.villanova.edu/> for all of the Library's upcoming events!

## Jen Whinney – Villanova School of Business

VSB hosted the Industry Roundtable Discussions for the Villanova Women's Professional Network on Oct. 25th in Dougherty West Lounge from 5:30 to 7:30. This was a group of (mostly) Villanova Alumnae coming to lead these informal discussions. The alumnae come from VSB, Engineering, and A&S

This was an event where women students can get information about working in various industries from women who work there, what the journey has been for those women, and ask questions about working women in general or ask questions specifically about an industry. The women who are coming are:

1. Lisa Catania, COE '81  
VP, Catania Engineering Associates  
Municipal Engineer
2. Patricia Wood  
Member, COE Advisor Board  
Dept. Head, NAVSSES  
Machinery Research and Engineering
3. Elizabeth Wilburn Joyce, A&S '92  
Pinckney, Harris & Weidinger, LLC in Delaware (woman owned firm)  
Co-chair of the Women and the Law section of the Delaware State Bar Association
4. Meaghan Delaney, VSB '12  
KPMG, Tax Associate
5. Tina DiCrocce A&S Economics Grad  
ESOP Economics, Senior Analyst
6. Mara Taffe, A&S grad  
Executive Producer, Creative Services  
WPVI-TV 6, ABC  
Philadelphia, PA
7. Jessica Scully, Villanova Graduate  
President, Scully Company  
Property Management
8. Carolyn Conroy  
KRB Associates, local family-owned firm  
Head of corporate recruiting  
(She is a graduate of Lafayette College)

## Pat Haley – Facilities Management

Facilities Management will host its first sustainability management event. Please stop by their [webpage](#) for more details!

### Alice Faraone – UNIT

UNIT's Progress Report - Fall 2013 edition is now available. This newsletter, which will be published each semester, is meant to inform the Villanova Community about UNIT Projects, Support and Service Offerings to the University. The UNIT Progress report can be found at the following link:

[http://www1.villanova.edu/villanova/email/unitprogressreport/progress\\_report.html](http://www1.villanova.edu/villanova/email/unitprogressreport/progress_report.html)

Skillsoft has online videos and training for many IT topics, including the Microsoft Office Suite, Windows 7 & 8, Apple Mac, SharePoint, Web Design, Web Browsers, Social Media, Adobe, Databases, Networks, etc. Please contact the UNIT Help Desk (x97777) to obtain an account.

### Rita DiAntonio – Enrollment Management

Enrollment Management offices are moving! Please check the [website](#) for further details.

### Chrissy Quisenberry – Presidential Appointee

Discussion of a campus wide calendar system. Looking for feedback about how it is conducted behind the scenes at other universities.

### Kimberly Reilly – College of Liberal Arts & Sciences

**EVERYMAN** directed by Rev. David Cregan, OSA, PhD November 12 – 24, 2013

*written by Anonymous, adapted by Mark J. Costello*

“a humbly inviting experience” – *The New York Times*

When Death pays a visit – unrecognized and unexpected – Everyman must scramble to find out which of his “friends” will accompany him on his final journey. This timeless morality play weaves together poetry, music and movement, bringing humanity’s greatest moral questions vividly to life in our own time. Experience Everyman’s discovery of renewed life in this absorbing new twist on a classic tale.

### JJ Brown – Student Life

#### **LGBT Awareness Week:**

Monday, Oct. 21 – Thursday, Oct. 24 - LGBT Awareness Week. For more information about the Gay Straight Coalition, please [click here](#).

#### **Music Activities:**

October 28 - SuperNovas & Minor Problem Halloween Concert, 7:30pm, Connelly Center Cinema

#### **Greek Life:**

October 29 - OFSL Halloween “Party For Kids”, 5:30pm – 7:30pm, Connelly Center, Villanova Room. Staff members will be receiving flyers with event information.

#### **Special Olympics 25<sup>th</sup> Anniversary:**

Friday, November 1 – Opening Ceremonies, 7:00pm in The Pavilion

Saturday, November 2 – [Volunteer for SPO](#)

Sunday, November 3 – Closing Ceremonies, 1:00pm in The Pavilion

## **Sophomore Experience:**

At the Half Registration is now open! At The Half is from Friday, November 8 – Sunday, November 10 for Sophomores that will focus on developing leadership skills, building community, and growing personally and professionally.

### Matt Gwin – University Advancement

- Villanova's Comprehensive Campaign public phase launched during Campaign/Homecoming Weekend
- The Staff/Faculty event was held Friday October 25 on Sheehan Beach
- The Associate Vice President for Development Operations and the Executive Director of Annual Giving will be the USC guest speakers at November's meeting and share Villanova's future as it relates to the Comprehensive Campaign.

## **Committee Reports:**

### Staff Development Committee – Megan Jacobs

Four staff wide trainings will be offered before the end of the calendar year.

### Suggestion Committee update – Susan Scollon

#### **Suggestions from September 16 to October 21, 2013**

**Suggestion:** Allow retirees use of the Davis Gym as they allow community people.

Date: 10/09/2013

**Response/Resolution:** Human Resources

To confirm that retirees are able to use the Davis Center. All they need to do is get a special retiree Wildcard from the Wildcard Office

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**Suggestion:** Why can't faculty/staff use the Counseling Center when seeking help like students for mental health? Paying out of pocket via our benefits gets costly very quickly, and this is a basic service given to faculty and staff at many other colleges.

Date: 10/08/2013

**Response/Resolution:** Human Resources

The Student Health Center is strictly dedicated to assisting our students and does not have resources or space to handle faculty and staff health needs as well. However, we offer full-time faculty and staff the benefit of the Employee Assistance Plan (EAP), through LifeWorks. This program is fully paid for by the University and offers up to 5 free visits to a professional counselor, per issue for a wide range of issues, such as stress, emotional concerns, drug or alcohol abuse, relationship issues, parenting, children's problems, legal, financial issues and more. The EAP offers telephonic, online and in-person resources. Full-time faculty and staff can access LifeWorks confidentially, 24/7, by calling 1-888-267-8126 or online at [www.lifeworks.com](http://www.lifeworks.com). In order to access this

plan, faculty and staff do not need to be enrolled in our medical plans, but must be full-time employees. The user name is Villanova, the password is 1009.

In addition to the LifeWorks EAP, the health plans sponsored by the University offer coverage for mental health issues with the same co-pays and coverage as any other medical issue.

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**Suggestion:** I was asked if the Academic Calendar could automatically be added to the Outlook Calendar. It would be helpful to have the class dates, start, end, reading days, fall and spring break, beginning of summer courses, graduation, etc. It would be helpful to have options to also download holidays. Thank you.  
Date: 09/25/2013

**Response/Resolution:** Pending - waiting to hear back from Unit

### **Villagnome**

*Congratulations to the Villanova University Comprehensive Campaign Launch Committee for planning and executing an unforgettable and historic Villanova Weekend!*

**USC October Meeting:  
Bartley Hall, Faculty Boars Room  
Enter through the 1<sup>st</sup> Floor Separate Entrance  
Monday, November 18<sup>th</sup>  
2:00pm – 3:30pm**