



**University Staff Council
January 2014 Meeting Minutes**

In Attendance: Annette Kane, Allison Venella, Susan Scollon, Gayle Doyle, Kimberly Reilly, Susan Markert, Rita DiAntonio, Patricia Haley, Linda Hauck, Matt Gwin, Megan Jacobs, Fr. Joe Calderone, Julie Helverson, Emily Walsh, Chrissy Quisenberry, Jen Whinney, JJ Brown, Alice Faraone and special guest Nick Tumolo.

Meeting Minutes

Welcome & Reflection/General Housekeeping – Allison Venella

Upcoming Reflection Leaders

February 2014	Annette Kane
March 2014	Susan Markert
April 2014	Emily Walsh
May 2014	TBD

Monthly Presentation – Nick Tumolo and Chrissy Quisenberry on Commencement Changes

Chrissy introduced Nick Tumolo from Resident’s Life who works closely with the President’s Office and Commencement weekend. The schedule is brand new this year and structured in the hopes of curbing any negative behavior.

Staff Support: In the past few years we’ve moved away from using Staff One for more personalized Commencement related staffing. Volunteers from Villanova’s staff are essential to making Commencement a personal, meaningful experience for graduates and families. Staff are asked to help with 4 pm Commencement on 5/16 (report at 1 pm). The next day staff reports around 7 am to work all of the various events happening throughout the day. Undergraduates also help to fill spots where needed. Heavy recruiting of staff will begin after Spring Break. Those who help will be well fed and invited to a special lunch after Commencement Weekend. Each volunteer will receive a red Commencement Staff jacket!

Staff Training: There will be two trainings, one in April and another right before Commencement.

Getting Involved: Email Nick Tumolo nicholas.tumolo@villanova.edu to volunteer. Please be prepared to share with Nick the events you can work and your jacket size as well as any special requests.

Faculty/Staff Offer: If faculty or staff has students graduating there are opportunities for reserved seating.

Full details regarding the brand new Commencement schedule for 2014 can be found on the President's page [linked here](#)! Questions can be directed to commencement@villanova.edu.

Area Announcements:

Allison Venella – Athletics & USC President Updates

A lot of success for both Men's and Women's Basketball programs so please try to make it out to a game!

Winter Jam: Moving to Xfinity Live next to the Wells Fargo Center, February 22nd.

JJ Brown – Student Life

- January 28 One Book Villanova Keynote with keynote Susan Nussbaum Good Kings, Bad Kings, Villanova Room 7:30pm
- Student Activities Forum, January 29 at Villanova Room 6:00pm – 8:00pm
- Asian Expo, February 1 in the Villanova Room starting at 6:30pm
- The Black Villanova Oral History Project: Confronting Our Past to Inform Our Future on 2/18 at 2:30pm in the Speakers Corner of Falvey Memorial Library.
- Safe Zone training – Mon Feb 24, 3:30-5pm B 2073. Email Teri O'Brien (teri.obrien@villanova.edu) sign up (by Feb 19).

Matt Gwin – University Advancement

Campaign Regional Launch details can be found at <http://forthegreatergreat.com/news-events-photos/category/press-news>

Committee Reports:

Staff Development Committee – Megan Jacobs

Staff Development Week in December was a huge success. The biggest piece of feedback the Committee received was a request for more trainings throughout the year.

Certificates to participants are coming out at the end of January/beginning of February.

Suggestion Committee– Susan Scollon

Suggestion:

Department: ECE
Description: Villanova University EMail
Suggestion: Villanova retired faculty get to keep their Villanova email address, but staff do not. I think if a staff member who has worked (let's say) 15 years or more and has retired should be able to keep their Villanova email address.
Date: 01/06/2014

Response/Resolution:

Sue, we have responded to this same type of request about half a dozen times over the past 5 or 6 years. A couple of major position is Villanova is not in a position to be able to provide free mail services to non employees there is both a cost and a risk to doing so. There are other free email providers such as Google and Yahoo who can not only provide free service but much more storage and additional applications for free. Secondly from a purely business standpoint our auditors have noted doing so is not acceptable business practice. With limited resources we must focus all our efforts to supporting students and active faculty and staff, extending the email option to former staff is a nice courtesy but creates additional work and cost we cannot afford. If you have any questions I would be happy to answer them.

Stephen Fugale

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Suggestion:

Department: Chemistry
Description: Communications/postings/flyers
Suggestion: I would like to see (it may possibly already be out there) a policy for the flyers. I'm getting mixed information from one of the colleges and the Student Life Department on this subject. It may be a good idea to gov over the policy campus wide. Thanks so much
Date: 11/13/2013

Response/Resolution:

There is no standard policy for hanging flyers/posters around campus. Student Affairs does have a policy for student activity postings through the Student Development Office. We have not been able to find a policy for Academic Affairs and its buildings. Some buildings decide on what can/cannot be posted. We would like to see a campus wide policy instituted for clarity. There are many details to consider.

Suggestion:

Department: Center for Faith and Learning, Office for Mission & Ministry
Description: University Calendar suggestion
Suggestion: Currently the University Calendar is divided into two sections. There is one "highlighted" section which runs chronologically. Then there is a second chronological listing of "unhighlighted" events. Please make one chronological calendar. Please call these events "registered" or simply have no designation, so all the events are chronological, easier to reference and the pejorative connotation of offering an un-highlighted"event is removed.

One Chronological University Calendar is:

- Easier to reference
- Easier to implement
- More fair

Response/Resolution:

The internal software was changed to not allow any item to be highlighted. All events will have the same importance. There will be no priority shown for any event on the calendar.

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: Unit built a Shared Calendar named Villanova Staff Calendar and provided instructions for individuals wishing to add it to Outlook. Dissemination pending.

Community Committee- Christmas Social

Thank you to everyone who helped make the Christmas Social a success!

Numerous boxes of unwrapped toys and \$152.00 were donated to Toys For Tots!

Congratulations to Hubert Whan Tong (SEVIS/Immigration Specialist in the Office for International Students) who was awarded the Fall Facultas Award!

Thank you to all of the participants in the Recycled Tree Ornament Contest and congratulations to the winners!

- o 1st: Anne-Marie Joyce
- o 2nd: Joyce Harden
- o 3rd: Shawn Proctor

2014 Christmas Social Raffle Winners

Name	Department	Raffle Item	Item Donated By
Amy Spare	Law Library	Yearbook	Student Development
Andy Talley	Football	Villanova Wine Stopper	
Brent Boericke	Grounds	Villanova Glasses	Human Resources
Hubert Whan Tong	International Studies	Yearbook	Student Development
Irene Montalban	Custodial	Villanova Glasses	Human Resources
JiaLin Shi	UNIT	Villanova picture in frame	
Kathy Janson	Bursar	Villanova Polo	Campus Ministry
Leonard Foti	Dining Services- Dougherty Hall	Villanova Passport Cover & Luggage Tag	
Mark Capobianchi	Dining Services	Nova Sweatshirt	Campus Ministry
Pat Fazzini	Counseling Center	Yearbook	Student Development
Rita Siciliano	Education	Yearbook	Student Development
Susan Mesick	Law School Registrar	Yearbook	Student Development
Timothy Powers	Custodial	Villanova Money Clip	Campus Ministry
Warren Christopher	Facilities- Maintenance	Villanova Lunch bag	Human Resources

Staff Recognition Committee – Jen Whinney

Check out the updated staff awards [link!](#)

Villagnome

Congratulations to the Facilities Management Staff for keeping us safe during a snowy frigid month!

**USC February Meeting:
Devon Room, Connelly Center
Monday, February 24th
2:00pm – 3:30pm**