



USC Meeting Minutes October 12, 2015

In attendance: Kevin Grubb, RaMonda Crosby, Liz Masucci, Meghan Smith, Jeff Schwarz, Kim Reilly, Kristin Barkdoll, Karen Christie, Corie Alicea, Pat Haley, Rob LeBlanc, Judy Mulrow, Albert Baladez, Megan Jacobs, Fr. Joe Calderone, Regina Sorgini, Emily Irving, Lindsey Kriegel, Crispin May, MaryLou Glenn; Shawn Proctor, Debbie Patch

Meeting Minutes:

Kevin Grubb- Welcome & Reflection

- Offered an Autumn Prayer

Debbie Patch, Associate Director of Public Safety

- Emergency number for Public Safety 9-4444
- Public Safety is here for the safety and security of the students on campus.
- On Monday, October 5, an email advisory was sent to all faculty, staff and students regarding the non-specific information provided by the FBI for an abundance of caution. A Nova Alert text can only send short messages and that is why the advisory was sent in e-mail form.
- Heightened security measures from Monday, October 5th lead to University Public Safety checking into several suspicious people and things on campus. Public Safety believes that overall this incident really helped the University population to be more aware of their surroundings and vigilant in letting Public Safety know if anything was suspicious.

Below are additional resources for Public Safety Processes and Procedures:

- Public Safety website:
publicsafety.villanova.edu
- Emergency Guidebook: This is the tabbed book that was handed out by Public Safety two years ago; there is also an app that can pull up this information with the same tabbed look:
http://www1.villanova.edu/content/dam/villanova/publicsafety/documents/Villanova_Emergency_Guidebook.pdf
- Villanova University Annual Security and Fire Safety Brochure includes security procedures, crime statistics, emergency procedures, and fire and safety policies and statistics:
http://www1.villanova.edu/content/villanova/publicsafety/securityreport/jcr_content/pagecontent/download/file.res/2015%20Annual%20Security%20and%20Fire%20Report.pdf
- FEMA online training course that any employee could do to prepare for a possible active shooter situation:
<http://www.training.fema.gov/is/courseoverview.aspx?code=IS-907>
- John Shuter, Emergency Services Manager, may be contacted in reference to panic alarms, drills, building captain volunteers for lockdowns.
- Clifford Hall, Events Manager, coordinates all Closed Circuit Television Cameras throughout campus.

MaryLou Glenn- Sr. Administrative Assistant, Research and Graduate Programs

- Soup Kitchen treats are being passed over to the USC as well as the coordination of summer volunteers going, serving, and bringing treats to the soup kitchen.
- Process: Sign up completed a year in advance. Send an e-mail with the list then reply with the week or weeks available. Every month send the reminder to the four people responsible for the month. Must be delivered to Campus Ministry every week. In the summer the treats are delivered by the volunteers.
- The weekly area volunteer provides 100 non-perishable treats (unless it is fruit, seasonally.)
- During the summer, Mary Lou utilized Sign Up Genius to register the volunteers from the Faculty and Staff when the students who normally handle it are not on Campus.
- Campus Ministry signs out the van for the driver. Volunteers help at the Soup Kitchen from 4:30-7:30pm on Wednesdays.

AREA/COMMITTEE ANNOUNCEMENTS:

Office of the Provost – Kevin Grubb

- Office of Provost-ICE Institute 10/21 Opening of the Idea Accelerator.

Administration & Finance – RaMonda Crosby

- Just finished October Audit

Athletics – Liz Masucci

No Updates

Auxiliary Services – Meghan C. Smith

- October is national Fair Trade month, Fair Trade is based on highlighting sustainable practices. All month long we're celebrating with specials and events in all dining locations.
- Association for the Advancement of Sustainability in Higher Education, is preparing to release its STARS annual review in Oct- a publication that will recognize top-performing institutions in each of the 17 STARS subcategories. Villanova University has been identified as a top performer, and will be recognized in the publication under the Dining Services section.
- Villanova's CSA program -- CSA stands for Community Supported Agriculture. A traditional CSA's core design is to attract customers to purchase a "Season" upfront, helping provide initial funds for the network of local small farmers. We partner with Lancaster Farm Fresh Cooperative (LFFC) to provide an array of local and organic products for Villanova Community members. Each season is different, and the LFFC website explains the different shares that you can purchase. For example, vegetable shares, dairy, meat, eggs, and bread shares can be purchased. The shares that are assembled for each customer depends on seasonality. For example, strawberries are delivered during the summer, but they are not in-season during the winter, so expect other types of produce instead. Each week, the customer's shares are delivered to Second Storey Market for pickup making it easy and convenient.
- This year we rolled out our new Gluten Free Zone, located in the Freshens at Connelly Center. All items offered in this location are now gluten-free including smoothies, ice cream, cones, toppings, and grab-n-go items.

College of Engineering – Jeff Schwarz

- Graduate Engineering has been ranked one of the top engineering schools in the nation, graduate programs in Villanova's [College of Engineering](#) offer a unique balance of theory and practice that allows working professionals to "learn it today; apply it tomorrow." Our [E-Learning program](#), has been ranked 13th in the

nation for student engagement, and allows you to earn any of our nine master's degree programs synchronously

- Open House on Tuesday, October 20, 2015.

Breakout Session Schedule:

- 5:30 pm to 6 pm - Introduction to graduate engineering programs by Dr. Jerry Jones, Senior Associate Dean, Graduate Studies & Research, followed by a brief overview of the E-Learning program and time for Q&A
- 6 pm to 7 pm - Opportunity to speak with representatives from your program of interest
- Tours will be offered at 6 pm and 6:30 pm.

College of Liberal Arts & Sciences – Kimberly Reilly

- Liberal Arts and Sciences are hosting several events in November.
 - BRIDGE Society Mentoring and Networking Event 11/2 6pm in the Villanova Room.
 - Law School Admissions Council Website: Unlocking It's True Power 11/3 12:05pm in Falvey 204.
 - CLAS Career Café: Strengthen Soft Skills for Success 11/4 12pm in SAC 117
 - Villanova Legal Network 11/10 12:05pm in Falvey 204
 - Understand the Value of Internships 11/11 at 12pm in SAC 117
 - CLAS Career Café: Network for Success 11/18 at 12pm in SAC 117
 - Villanova Legal Network 11/19 at 12:05pm in Falvey 204
 - Understand the Value of Internships 12/1 in SAC 117

College of Nursing – Kristin Barkdoll

- Graduate and Adult Education Open House – Tuesday, October 20, 2015 5:00 pm – 7:00 pm

College of Professional Studies – Katie Nadorlik/Angela Heinbach

- Graduate and Adult Education Open House – Tuesday, October 20, 2015 5:00 pm – 7:00 pm.
- Non Traditional Student Week 11/2-5; Tours of the Cave with Awards in the Idea Accelerator.

Enrollment Management – Erin Spina

No Updates

Facilities Management – Liesel Schwarz

- Behind the Facilities building on County Line Rd will be blocked off so that the crane can lift precast concrete.
- New Parking lots have broken ground on Lancaster behind Moriarty.
- There is a shuttle to SAC from Main Lot.
- Campus Sustainability week had good attendance. Events included a panel, Mount Trashmore, and a University grounds tree tour took place.

Falvey Library – Rob LeBlanc

No Updates

Human Resources – Annette Lucidi

No Updates

University Advancement – Judy Mulrow

- 11/13-15 Homecoming
- Partnering with the Bookstore- Donate to Annual Fund

Law School – Megan Jacobs

- New Law Library Access Policy will be in effect starting Tuesday, October 13.
 - The Villanova Law Library is open to law students, faculty and staff whenever they have access to the building with their wildcard. It is also open to alumni, the university community, attorneys and the general public during the semester, before finals, Monday – Thursday from 8am to 7pm and Friday 8am to 5pm. To better monitor who is using the library, a new access policy will go into effect on Tuesday, October 13th. Under the new policy everyone entering the law library will be asked to show ID. Please bring your wildcard and show it at the Circulation/Reserve Desk as you enter the law library. Anyone who does not have a Villanova Law ID will be “checked in” by a library worker. We ask for your cooperation and patience as we implement this new access policy. Please direct any questions or comments to Associate Dean Vicenç Feliú at feliu@law.villanova.edu.

Mission & Ministry – Fr. Joe Calderone

- Over 400 Students left for Service Trips over Fall Break
- Mass of Remembrance - Sunday, November 1, 7pm in the St. Thomas of Villanova Church. Please submit photos by Wednesday, October 28.
 - During the month of November, the Church customarily remembers all those members of the community who have died during the past year. At Villanova, we participate in this remembering with a Mass of Remembrance. Our tradition is to collect pictures of family and friends who have died during the past year and project those pictures onto the large interior dome of the church during the Mass. To submit a photo, please email your photo to remembrances@villanova.edu or drop it off at the Campus Ministry Office (sorry – photos cannot be returned). If you have questions, please contact: joshua.perry@villanova.edu

Office of the President – Regina Sorgini

No Updates

Office of University Communication – Emily Irving

No Updates

Presidential Appointee - Chrissy Quisenberry

No Updates

Public Safety – Jon Vigile

No Updates

School of Business – Lindsey Kriegel

- Children’s Winter Coat Drive
 - Collecting new and gently used winter coats, gloves, and hats for Cradles to Crayons: Infants, toddlers, and children
 - Please bring donations to the Clay Center in Bartley Hall between October 19 – October 30
- Featured Speaker: Joanna Barsh
 - Author of *How Remarkable Women Lead* and *Centered Leadership*
 - Tuesday, October 27 – 6-8pm, Villanova Room, Connelly Center
 - More info: <http://www1.villanova.edu/villanova/business/about/wpn.html>
- Works Smart Salary Negotiation Workshop
 - Sunday, November 15 – 1pm, Health Services Building, Room 200
 - Sponsored by the Women’s Professional Network
 - More info: <http://www1.villanova.edu/villanova/business/about/wpn.html>

Student Life – Amber Grier

No Updates

UNIT – Crispin May

- October is National Cyber Security Awareness Month. For information about the NCSAM Champions program, and how to participate in NCSAM activities, visit <http://www.staysafeonline.org/ncsam>.
- Over the last year, UNIT has been committed to a six (6) step high-impact security awareness program, including:
 1. Developing a culture of compliance and awareness.
 2. Creating a formal user awareness policy for staff, faculty, and students, with broad university support, including University Communications, Office of General Counsel, and Human Resources.
 3. Providing short, non-technical, and modular security awareness materials and reference tools.
 4. Promoting security awareness via current university communication channels, including social media, website, and UNIT monthly progress reports.
 5. Better understanding and proactively addressing top security awareness areas from Help Desk incident reports.
 6. Ensuring compliance focus for University academic colleges and administrative offices.
- To date, the following are some key highlights of the University's IT Security Awareness Campaign:
 - As of May 30, 2015 there has been approximately 88% overall participation among all full-time Faculty & Staff (including Dining Services Operations and Facilities Services).
 - We continued to leverage the university Campus Currents and UNIT MARCOMM initiatives for communicating our IT Security Awareness Campaign.
 - University Payment Card Industry (PCI) annual awareness training delivered via this platform in February 2015.
 - Delivered tailored IT Security Awareness information sessions for University offices.
- UNIT has made available 5 new videos to assist in elevating the Villanova Community's Security Awareness. Hacked? Data-Encryption, Cloud Computing, Data Destruction, Telecommuting-Security. You may access these videos in the Blackboard portal, by these easy steps:
 1. Go to Villanova University's Blackboard website.
 2. Log in using your University username and password.
 3. Click on IT Security Awareness Program under My Organization on the right-side of the page.
 4. Click "October: Cyber Security Month" to view new videos.

For additional information: <http://www1.villanova.edu/villanova/unit/security/Awareness.html>

Committee:

Elections – Emily Irving

No Updates

Communication –Judy Mulrow

- As of September 2015 USC Minutes will be posted in Campus Currents.
- Still waiting for several headshots of USC Committee Members.

Staff Development – RaMonda Crosby

- On Wednesday, October 14th the USC hosted a training on LinkedIn with speaker Kevin Grubb, Associate Director Digital Media/Assessment, Villanova University Career Center.

Staff Recognition – Liesel Schwarz

No Updates

Suggestions – Crispin May

- Suggestion of putting in a crosswalk at the corner of Spring Mill and County Line Rd.
 - Answer from the University: There are several issues with who is responsible for the road work since each side is owned by a different borough. They are currently working towards a resolution.

Community – Regina Sorgini

No Updates

Executive Committee-

**Next USC Meeting is Monday, November 9, 2015
2-3:30pm, Idea Accelerator, Falvey Memorial Library
Presenter: II Luscri
All are welcome!**

List of University Staff Council Representatives:

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Athletics: Liz Masucci

Auxiliary Services: Meghan C. Smith

College of Engineering: Jeff Schwarz

College of Liberal Arts & Sciences: Kimberly Reilly

College of Nursing: Kristin Barkdoll

College of Professional Studies: Katie Nadorlik (Angela Heinbach, alternate)

Enrollment Management: Erin Spina

Facilities Management: Liesel Schwarz

Falvey Library: Rob LeBlanc

Human Resources: Annette Lucidi

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Law School: Megan Jacobs

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