

## 'Ville Daily Policy

'Ville Daily is a once a day email to faculty, staff and students at Millersville University. It is the official news source of Millersville University, offering daily/upcoming events, deadlines, important dates, media coverage, stories of the University and any information that otherwise would have been sent via a blast email.

All items need to pertain to and originate from Millersville University faculty, staff and/or students. Information from outside organizations and solicitations will not be included.

Items for 'Ville Daily need to be approved first by the Dean or Director and then by the respective Vice President. Once items are approved by the Dean or Director, they should be submitted in the following manner:

- Faculty and Academic Affairs items should be sent to Kathy Nazarenus (Nancy Korycinski may also post) in the Provost's Office.
- Student items should be sent as follows:
  - Announcements to students that are Academic Affairs-related should be sent to Kathy Nazarenus (Nancy Korycinski may also post).
  - Announcements to students that are NOT Academic Affairs-related, should be sent to Jessica Transue.
- Finance and Administration items should be sent to Marilyn Retamar.
  - Ware and Winter Center items should be sent to Amy Banks.
  - Dining items should be sent to Dawn Landis.
  - Facilities items should be sent to Thomas Waltz, Mindy Lefever or Kayla Rankin.
- Advancement items should be sent to Denise Berg or Katelynn Wright.
- Human Resources items should be sent to Jeremy Houck or Wendy Bowersox

The announcement may not exceed 2 MB in size. Once items are submitted, they will run from 1-5 consecutive business days in the selected section; University News, Student News or Faculty/Staff. Only one section per item. After the initial run, the item may be moved to "Upcoming Events" if it is coming up in the next week or two. NOTE: Due to the large volume of entries, 'Ville Daily is unable to accommodate alternate days or any sort of split schedule (i.e., two days one week, two days the next).

Items must be submitted prior to 8 a.m. the day they need to be run.

A link to all events on the University Calendar will be included in each edition. All items posted in each issue of 'Ville Daily will be archived. A link to the archives will appear at the bottom of each 'Ville Daily.

'Ville Daily is sent once a day during the semesters on business days. It is a twice a week publication during breaks/holidays/summer.

Since 'Ville Daily archives are placed on Millersville's public website, it is recommended that event organizers do not include direct links to Zoom and Teams calls. If possible, organizers should include an email, phone or alternate method for receiving direct link information. If that's not possible, please make sure external people are put in a waiting room. These recommendations are in line with best practices and [IT guidelines](#) to reduce opportunities for zoombombing.

Questions about 'Ville Daily should be directed to Janet Kacskos, Director of Communications at [janet.kacskos@millersville.edu](mailto:janet.kacskos@millersville.edu) or to Kelsey Madas, Content Editor at [Kelsey.madas@millersville.edu](mailto:Kelsey.madas@millersville.edu).