Senior Leadership Team Meeting
Staff Edition
September 1, 2021

1. Approve minutes from last meeting
   a. Minutes approved.
2. Feedback from Access Services about visitor access
   a. Access Services would like to tighten up how we are bringing visitors in.
   b. Some patrons were turned away for the Python workshop today because they were not part of our approved cohort.
      i. May need to communicate more clearly to patrons about requirements for in-person workshop attendance.
      ii. Some patrons might not have the new way of operating sink in until they are hit with a barrier.
   c. Jennifer Wesson is working on a visitor form for LAI staff and librarians to complete; using the software later would just involve a different form.
   d. Discussion
      i. We had a few Teamsters visitors today. Did that work?
         1. That worked, but the Access Services team would like more notice, perhaps a 48-hours-in-advance standard.
         2. Worth noting that we are likely to continue having some last-minute requests.
         3. Heard gratitude from the Teamsters for their visit—please thank Jennifer and her team!
      ii. Do we know what kind of affiliation the people turned away from the Python workshop had?
         1. At least one was from Children's Hospital, but we do not know about the others; will seek further information this afternoon. Access Services was not told to actually expect any visitors.
         2. Terry Murphy is trying to put together a checklist for people having issues with access. Instead of trying to troubleshoot individual access issues for patrons, we could just hand out that checklist.
      iii. Is the form Jennifer is making any different from the event visitor form we have now?
         1. It is similar, but the one Jennifer is working on is only intended to be a temporary solution until we have a solution in the software, whereas the other form is permanent.
         2. First non-workshop event (NCLC) is not until September 24, so we have time. Workshop registration only allows selecting "Faculty" as a patron's category, which would not capture the nuance of Children's faculty.

3. Some questions remain, e.g. about what we are deciding to offer in-person vs. hybrid vs. online, as well as whether the form for instructors to fill out should be tweaked at all.
3. Goal-setting for FY22?
    a. HRMD email timeline:
        i. <u>Performance Period: July 1, 2021 - March 31, 2022</u>
        ii. Goals entered and approved: September 16, 2021
        iii. Midpoint Check-in launch: November 2021 - January 2022
        iv. Final check-in launch: late March 2022
        v. Merit awarded: July 1, 2022
    b. We can formulate an organization-wide goal to push down around creating an individual goal that aligns with the draft LAI DEI Commitment, and we can message that we can fine-tune that goal as discussions proceed.
        i. We have been interrogating this issue of specificity vs. aspiration, as we do not want to take away any of the aspiration around DEI by (over-)insisting on specificity. We can take this course of action as long as we communicate that the overall goal is in the aspirational bucket, and the specificity piece is left to be tailored as we proceed.
    c. In addition to the organization-wide DEI goal, people should not have more than 1-2 individual goals; those goals should be aspirational or growth-oriented and make the organization better, as opposed to routine task-oriented.
        i. In the training HRMD does about goal-setting, they do identify one goal that should be specific for the employee and supervisor that should revolve around skill-building and growth that is relevant to the position or the organization more generally.
        ii. It would be helpful to have HR meet with each of the units' managers in small groups to discuss these goals and how they should be shaped.
        iii. Please let Mafona know about appropriate times to join unit leadership team meetings.
4. Update from "Bash Safety and Facilities update"
    a. Meeting attendees came from all over the university.
    b. ~7000 RSVPs, expecting ~4500 actual attendees. Mark Stegmeier made clear that Kogan Plaza has a 3500 occupant limit. The Mayor's Office has approved closing H St during the event, which might impact occupancy limits. The permit requires that we park large trucks at the ends of the streets, and it was asked who should be worked with for that.
    c. Equipment will begin coming in on Thursday morning, with lighting work on Friday and more work on Saturday. Noted that overnight security will be needed to guard the equipment from Thursday through Saturday, and it was asked who should be worked with for that.
    d. There is no longer a plan to serve alcohol. More conversations to be had about whether bags will need to be searched.

    e. Event organizers want to turn off every light in Kogan Plaza, and it was asked who should be worked with for that. John Kane, Mark Stegmeier, and an electrician will look further at turning off lights in Gelman Library.

5. Student inquiries to instructioncore@gwu.edu
    a. It seems as though instructors might be directing students (or students might be finding their own way) to the Instructional Core with certain issues that we do not handle (e.g. "my name is spelled incorrectly in Blackboard"). Is there something we might do to address this?
        i. Ask Us Desk and gelman@gwu.edu are experiencing the same thing.
        ii. Making a note for the next concierge teams template that Instructional Core is primarily for faculty.