

Senior Leadership Team Meeting  
Staff Edition  
October 6, 2021

1. Approve minutes from last meeting
  - a. Minutes approved.
2. Fall Planning Meeting Preparation
  - a. October 6 Provost's Senior Staff meeting focused on the upcoming planning meetings (to be scheduled for November) and the start of the FY23 budget cycle. November meeting will cover:
    - i. Accomplishments for FY22 so far;
    - ii. Pain points and what is needed to get back on track.
  - b. Additionally, there should be a forward-looking plan covering priorities, initiatives, and assumptions as setup for the Spring 2022 budget meetings.
  - c. Email Geneva and Regina with additional accomplishments and pain points, as well as aspirations, ahead of the November planning meeting.
3. Reassessing employee designations after 90 days
  - a. Nov 1 will mark 90 days since we asked folks to return to campus Aug 2. Additionally, during the June 2021 town hall, we stated, "We will assess this on an individual basis after 90 days and may offer the option to increase remote work days, if warranted."
  - b. Certain teams have been keeping detailed statistics, while others appear to be less concerned with making a case of any kind.
    - i. Additional flexibility seems like something that could be accommodated as we enter finals near the end of the semester, when most of the demand is for study space. Additionally, the provost's office appears to favor an in-person, people-oriented, less transactional approach.
    - ii. There remain a handful of folks that desire more work from home, and managers have tried to project a mindset of professional flexibility.
    - iii. There doesn't seem to be much in the way of people taking issue with the greater flexibility enjoyed by other members of certain teams, but some teams have been keeping track of where everyone is for accountability purposes.
  - c. One approach that reconciles what the provost has said (about our on-campus culture) with our desire for flexibility--finding a balance that works for each position. It might not make sense to come out and state that we are moving away from the 4-day policy as an organization; rather, individual managers can use discretion and redraw that line as an exception to the policy.
    - i. The challenge here is going from what was communicated as a unilateral, organization-wide policy to a case-by-case decision-making process.
    - ii. The escalation pathway to Mafona and Geneva exists to ensure consistency within LAI. The key remains that exceptions are driven by organizational need and not individual sensitivities.

- iii. Noting that university Human Resources is also assessing the telework policy, it may be premature for LAI to provide any official update.
- d. It is important for managers to be able to speak to the university preference (and value proposition) for an on-campus experience and service culture. Once that philosophy is effectively communicated, it provides the foundation for a well-framed discussion around flexibility in relation to organizational need.