

Senior Leadership Team Meeting  
Staff Edition  
January 22, 2019

1. Approve minutes from last meeting
  - a. Minutes approved
2. Midpoint performance check-ins in Talent@GW
  - a. By end of week, staff should have commented on goals with updates
  - b. Timeline
    - i. Staff to be instructed to input updates ASAP (by 1/30)
    - ii. Managers should review ASAP thereafter (by 2/13)
    - iii. Managers to meet with employees and sign off (by 2/28)
  - c. Review should be conducted at a general level (see HR Performance Management guidance)
3. Smithsonian Visiting Scholars (Geneva)
  - a. GW faculty member on sabbatical as a fellow at the Smithsonian inquired as to whether fellows, in light of the government shutdown, could be given temporary access to GW Libraries
  - b. Geneva is sponsoring interested fellows as Visiting Scholars
  - c. This is not to be extended to any other furloughed federal employees
4. Redoing signage in Gelman (Barbra & Robin)
  - a. As the larger process proceeds, should renumbering the entrance floor (and lower floors) be considered as an option?
5. Call for candidates for Software Carpentry training for later this year (Hannah)
  - a. Hannah has two staff interested in software carpentry trainer training as a professional development opportunity
  - b. Building up our staff trainer capabilities aligns with the aim - coming from the provost's office - of preparing students for the workforce
    - i. Staff receiving training should be informed of their teaching obligation to LAI
    - ii. Hannah to report back with prerequisites for trainer training
  - c. WRLC Steering Committee also exploring consortial membership (Barbra)
6. Other business