

Senior Leadership Team Meeting
Staff Edition
October 3, 2018

1. Approve minutes from last meeting
 - a. Minutes approved
2. Value Transfer Services (VTS) machines in Gelman (Barbra)
 - a. Two in building (floors 2 and 3) for loading GWorld cards
 - b. Question of decreasing cash inflow to machines
 - i. 3rd floor machine: \$6,000 FY15; \$1,200 FY18
 - ii. 2nd floor machine: \$32,815 FY15; \$13,000 FY18
 - c. Broader removal efforts ongoing; are there alternatives to pay for printing, etc.?
 - i. Credit card, GET app (GWorld), cash deposits in GWorld office
 - ii. Only-cash users: any reason to retain a machine for them?
 1. International students/visitors of special concern
 - d. Keeping one machine - as a central hub - could be useful
 - i. Communication plan needed in case of total removal
3. Update on FY19 Gelman restroom renovation (Barbra)
 - a. Approved construction and renovation of restrooms
 - b. Discussions suggest that building code restroom requirements need a larger-than-current footprint (occupancy & ADA)
 - i. New estimate round in progress
 - ii. Likely that amount budgeted will only cover one floor of renovation
 1. 3rd floor - most heavily used - obvious candidate
 2. 4th/5th floor second priority if additional funds remain
 3. Ensure compliance and buy-in from all stakeholders
 - c. Tentative agreement to proceed with 3rd floor, pending estimates/design [BG]
 - i. Plan for construction beginning in Spring 2019
4. Update on elevator experiences
 - a. Intermittent pausing in operation
 - b. Submit tickets to library operations to establish record of issues
 - c. Front desk & UPD phone numbers posted in elevators
5. Goals (Geneva)
 - a. Hold meeting to discuss top-down goal-setting [TC]
 - i. Should be completed ASAP; Talent@GW deadline 10-31-2018
 - b. Start point: Geneva's goals document
 - i. Effort to fit individuals' goals within larger purpose-driven framework
 - ii. Common "unit" or "multi-unit" goals/initiatives (e.g. Academic Commons)
 - c. These conversations should drive institutional culture in a positive direction
6. Planning to fill vacant leadership positions (Geneva)
 - a. Must balance need for rapid replacement with level-setting objectives
 - b. Discussion around effect of leadership-level departures could inform path forward regarding missing elements, responsibility-shifting, process improvement, etc.

- i. How can need to deliver against 4 strategic initiatives drive direction?
- 7. GWPD Functional Exercise (Jared/Yordanos)
 - a. Simulation on multi-faceted crisis preparedness & response
 - b. Review of Gelman emergency planning & preparedness (Floor Wardens, etc.)
 - i. Safe harbor vs. shutdown to visitors?
 - ii. Essential vs. nonessential staff in case of emergency?
 - c. Room exists for improving Gelman's emergency preparedness
 - i. In past, lack of volunteers for FW training
 - ii. Integration into onboarding/offboarding process?
 - d. Does GW have a team/template for developing emergency plan?
 - i. Possible speaker for next(?) town hall; need answers beforehand
- 8. Update on data provided for Fall Planning Meeting
 - a. Intense interest in online
 - i. Geneva needs an update on online metrics for external use [YB]
 - ii. Professors seeking to use workshops to develop baseline competencies for students