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