

Senior Leadership Team Meeting
Staff Edition
August 12, 2020

1. Approve minutes from last meeting
 - a. Minutes approved.
2. Update from Jared on AT transition
 - a. Staff are being encouraged to get ahead of the competitive application process, focus on the value they have provided to faculty and the GW community, unique knowledge and history, service ethic and relationships, etc. in their resumes and cover letters. They're in a competitive situation, but they are competitive.
 - b. What kind of language do we need to use / what conversations do we need to have around organization development and ongoing work? What stays as it is now, and what needs to come apart? When and how do we want to handle these discussions?
 - i. Lesson learned: need to find a way to effectively communicate the value of a cross-functional interdependent organization that might not be apparent in an efficiency-minded spreadsheet review.
 - ii. Maintaining relationships: working groups or other structure that might be needed if a personal history between positions is removed; identifying relationships that require physical proximity and colocation.
3. Diversity Committee update
 - a. Between virtual format and heavy workload for Jared and Nia, summer has seen a slight dropoff in engagement
 - b. Meetings currently scheduled on a monthly basis
 - c. Some schools have identified staff to serve as a diversity officer in coordinating this work.
 - d. WRLC is moving forward with creating a DEI program open to all member libraries. Suggesting a 2.5 hour session including Dr. Greg Carr (Howard) and Mark Puente (ARL). Could complement our own Diversity Committee work.
 - i. Doodle poll about best times—later in September?
4. Updates from Barbra
 - a. Scott has approved having a pickup service for GW community living off-campus (as long as the process is socially distanced and touchless). YAY!
 - i. Geneva to pass this update along to Burns and Himmelfarb.
 - b. Erin Chapman
 - i. Faculty member requested some microfilm from another library and would like to view it at Gelman Library. If faculty is on the approved on-campus list, there might be a pathway for this.
 - ii. This case might also apply for bicentennial planning, prospective off-campus SCRC visitors, etc.
 1. Elizabeth: Down to <5 for my area at the moment.

- iii. If we could capture these 'fringe' cases and incorporate them into higher-level policy planning, that would be helpful.
 - iv. This sounds like a use case in support of the library as the research lab for the humanities.
 - v. Contractor access mechanism exists.
- 5. Compiling list of staff to come into Gelman
 - a. Spreadsheet with staff designations due Friday
 - b. Risks & challenges (Elizabeth)
 - i. Positions should be responded to based on whether their functions demand that they be on-site essential or intermittent. We can also adjust this spreadsheet as needed—critical need is logistics around GWorld access, testing protocol, etc. Questions about comfort level with returning to be addressed in later conversations.
 - c. SLT to first pass now, review at tomorrow morning's SLT meeting.
- 6. Instructional Core (Guy)
 - a. "On automatic" until start of classes
 - b. Fall Priorities
 - i. Monday.com and project management coordination for all departments
 - ii. Reorg of Design workflow with added Production team engagement
 - iii. Maximizing Digital presence and networking with Schools' efforts
 - c. General Questions
 - i. How to proceed with AT/ICare Remedy project (Guy)
 - 1. There might be some transfer of ticket queue management, but there's no reason that service cannot continue.
 - ii. Website
 - 1. Launched
 - 2. Communications and Marketing Plan (after start of semester—probably around late September)
 - 3. Ask Us Feature (similar to Himmelfarb)
 - a. Follow up with Morgan on the chat function and workflow.
 - b. Cannot embed chat popup on landing page without major rework.
 - iii. SLDI Department
 - 1. Organizational Plan drafted by J. Torres
 - 2. Naming
 - a. Content Delivery Design Team?
 - b. Strategic Media and Digital Learning Team?
- 7. Budget meetings will not be held this month. We don't have a budget in the system yet. (Regina)