

·Senior Leadership Team Meeting
Staff Edition
January 15, 2020

1. Approve minutes from last meeting
 - a. Minutes approved
2. Visit from Suzanne Alrutz - Employee Designations (Nia)
 - a. Discussion on Weather Flex status and associated designations
 - i. New policy and status have created questions; will answer what can be answered and report back on other feedback
 - ii. Feedback: rollout was problematic due to incomplete information regarding policy implementation and employee designation—some confusion could have been avoided via clearer language
 - iii. Feedback: when employees reference the written policy, it comes off to some as very rigid and potentially inequitable
 - iv. What does the employee designation actually mean?
 1. “Designated on-site”
 - a. Expected to work even during closure or Weather Flex (on-site, remote, etc. as agreed with supervisor)
 - b. Questions asked during approach: Does a given position classification impact the safety and security of our students? The overall functioning of the university (and its systems, for example)?
 - c. Managers have broad discretion in making decisions regarding employee assignments during closure or Weather Flex
 - i. How, logistically, do we manage that?
 1. Supervisors to establish a system—be it volunteering, rotation basis, etc.
 2. Supervisors could communicate that they expect their team to be online
 3. Supervisors should have these conversations ahead of time
 - d. If designated on-site employees are required to work but will not be able to, they will need to use leave time
 2. “All other employees”
 - a. Do not have to work during Weather Flex; this is intended for individuals to make a call on their own
 - i. This is particularly directed toward VSTC due to Loudoun County road conditions
 - ii. Covers staff who have school considerations, commute considerations, etc.

- c. Need a new governance structure with clear points of contact for accountability
 - i. Fewer, more devoted content owners
 - ii. Backups for those content owners
 - iii. Action: form an advisory group to discuss governance structure
 - 1. Members meeting ~two hours per week Feb-May 2020
 - 2. Broader content review to take place thereafter
 - 3. Robin to send list of potential members
- 6. Switching room reservations systems (Robin)
 - a. Switching due to accessibility concerns
 - b. Possibly using Libcal will enforce certain policies (single sign-on relegating study rooms to students, for example) that have previously been on honor system
 - c. We will receive a test site
- 7. Review of draft strategic plans (Geneva)
 - a. SLT and relevant employees to take a look and provide feedback as appropriate/necessary
- 8. Updates from provost senior staff meeting (Geneva)
 - a. Coronavirus-related updates
 - i. Students being pulled back from China
 - ii. Recruitment visits being delayed
 - b. Digital accessibility
 - i. Consensus: we need someone who will deal with this area
 - c. Recruitments for law dean, autism institute coming to the finish line