

Senior Leadership Team Meeting
Staff Edition
October 14, 2020

1. Approve minutes from last meeting
 - a. Minutes approved.
2. Finalize LMSI Attendees (Robin)
 - a. Proposed list
 - b. We have three open seats—even with all of the LAI waiting list included—assuming that everyone can do the Institute at this time.
 - c. Resolved: add LAI waiting list.
 - d. Next steps
 - i. Once we have the training agenda, it will be emailed to attendees and they will be asked to confirm their attendance.
 - ii. Given the expected date range of Dec. 1-21, we might need to identify additional participants to replace dropouts thereafter.
3. Election disruption planning (Nov. '20–Jan. '21)
 - a. Services impacted by potential on-site shutdown
 - i. Mail (including circulating materials)
 - ii. Resource sharing
 - iii. Study space reservations
 - b. Plan for immediate closure scenario
 - i. Emergency notification
 - ii. Shut down to all but essential personnel
 - c. Next steps preparation
4. Proposed calendar adjustment on Nov. 3
 - a. Most deans recommend flexibility (as opposed to closing for a full holiday)
 - b. Staff are already entitled to 2 hours paid leave to vote
 - i. In every presidential election year, we have run into the issue of 2 hours being insufficient given lines at polling stations. Tension between encouraging folks to exercise their right to vote and penalizing them for taking too long to do so.
 - ii. More people are early voting and voting by mail this year—Nov. 3 voting might not be as busy as in previous years. But staff would appreciate an additional holiday (especially to exercise their civic duty).
 - iii. Giving students, faculty, and staff the day off fits with our values as a university. This would also give people the option to volunteer at the polls.
 - iv. The sooner the decision is made the better.
 - v. See [AU's announcement here](#).
5. VSTCL operations adjustment -- close 12/11, reopen 1/11
 - a. VSTC students are going home after Thanksgiving and testing is expected to drop to one day per week until December 11, at which point VSTC testing would be suspended until January 11.

- b. Given no students and no testing at VSTC, should we consider closing VSTCL during that time?
 - i. Need to ensure continuity of offsite productivity for staff that would otherwise have been working at VSTCL.
 - ii. Seems to be a logical course of action.
 - iii. Makes sense given that most/all activities at VSTC are suspended after Thanksgiving.
 - c. Barbra to discuss with her team, then notify Robin to update websites. Decision will be covered in next Tuesday's LAI update.
6. SLT strategic discussions -- from 10/8 standup
- a. Addressing gaps after shared services reorganization
 - i. Facilities
 - ii. Events
 - iii. Communications
 - b. Operational/strategic split between daily standups and biweekly meetings
 - i. Standups
 - 1. Useful to touch base daily.
 - 2. Has been useful to stay updated, and standing 1:1 meetings have provided for sufficient follow-up so far.
 - 3. Appreciate that daily standups allow us to catch urgent items and immediate needs.
 - ii. Meetings
 - 1. SLT meetings can provide a more strategic forum.
 - 2. Wonder if biweekly SLT time should be retooled away from operational minutiae and toward visionary strategic thinking.
 - 3. Helpful to have a set agenda—allows SLT to focus its preparatory thinking and time together. Treat biweekly SLT meetings as 'game day.'
 - 4. Good space to surface strategic initiatives and identify cross-team implications.
 - iii. Retreat
 - 1. Big, long-term thinking about priorities and process should be done at SLT Retreat.
 - 2. This space needs to accommodate a discussion about our strategic initiatives across the organization—including which items we prioritize and which we set aside.
 - c. Determining (financial) priorities for LAI
 - i. Given what we have been through, how do we surface forward-thinking issues from our areas, discuss together, and make decisions accordingly in service of enabling LAI to best support the GW community?
 - ii. Big, long-term thinking about priorities and process should be done at SLT Retreat, and budget should follow as the backend piece—except where the budget forces us to rethink.

7. Discuss organizational goals

- a. GH: Thinking about a goal that represents a step beyond digital fluency—something along processes that leverage using digital tools?
 - i. GL: This sounds like what I've been encouraging my team to do with Monday.com, and what we've been doing with the LAI data dashboard.
 - ii. HS: Wonder if 'digital transformation' might be a term we would consider adopting—seems to be part of the IT shared services reorganization.
 - iii. RD: Would like to hold on to the part of this that sounds like having everyone understand more about data—and how it makes sense for our organization—and not just the tools.
 - iv. EW: If folks want to upscale beyond just skills for collecting, interpreting, and presenting data, but also covering data ethics, that would be great.
 - v. HS: Weaving social justice and other values-based considerations into this effort would be of interest.
 - vi. BG: This sounds more like 'data lifecycle'. I would like this goal to be broad enough that access services staff at the entrance desk or checking out books can feel that their role is to help capture data easily or otherwise align with the broader data lifecycle.
 - vii. GL: Need to be careful around signalling to people that data should drive decision-making—data stewardship (collection and sharing) might represent a better focus and allow for a value dimension.
 - viii. HS: I see our digital accessibility work as factoring in here too. There's a real equity component (although I wish PDF remediation were not so time-consuming).
- b. GH: Continue to think through this organizational goals conversation so that we can hone in and refine an LAI-wide goal that would capture what we've discussed. We can continue this over email as well.

8. Forecast Templates

- a. Reminder to complete the templates. Budget meetings are coming up this week and next.

9. Update from the Diversity Committee

- a. New co-leaders to join for introduction with SLT at the October 28 meeting.

10. Instructional Core

- a. Pre-Spring Programming
 - i. FLEX Camps
 - ii. Data reporting--migrating to Dashboard
 - iii. Several out until end of October (coverage ok)
 - iv. HHMI Inclusive Excellence Competition (not funded)