

Senior Leadership Team Meeting  
Staff Edition  
June 9, 2021

1. Approve minutes from last meeting
  - a. Minutes approved.
2. Why SLT needs to be on campus
  - a. The goal is for SLT to model the return to working on-site in advance of the university-driven August 2 target for staff and librarians to return to campus.
    - i. Acknowledge that there are other things (transportation, family obligations, etc.) that have not yet returned to normal.
  - b. What day of the week should we target for in-person meetings?
    - i. Resolved: SLT to be on-site Wednesdays, at the very least, for the next seven weeks.
  - c. Do we anticipate any issues in physically returning to campus at the same level that we were present pre-pandemic?
    - i. Given the change in bus routes, commutes can be much longer.
    - ii. Might have to restrict earlier mornings and later evenings in order to avoid long commutes, and was planning for one day per week.
    - iii. Family obligations and other personal needs to be considered.
3. June 15 Town Hall Planning
  - a. Dean Goldman
    - i. Pre-submitted questions
      1. Google Form to be included again in Friday newsletter, as people will add questions after the Thursday campus health forum.
    - ii. Format and timing
      1. Dean Goldman to join for the first ~45 minutes. Tyler to coordinate with her office on logistics and provide five initial questions.
  - b. Review powerpoint and make suggestions
    - i. Things like course reserves and book pickup remain open questions as we work through the details.
    - ii. Should there be a suggestion in the slides that people review transportation (i.e. public transit schedules) and do a dry run prior to returning to work?
      1. We could frame this as lessons learned by SLT (e.g. transitioning back to wearing actual professional attire) as we have returned to working on campus.
      2. There are things like restarting the Metro card deductions (WMATA now has Apple Pay!) as well.
      3. TL;DR: Take the time to plan ahead.
4. Return to Campus - Staff Computing Equipment
  - a. Are we providing any additional equipment for hybrid or 100% telework staff?

- i. It does not seem unreasonable to ask hybrid staff and librarians to work one day a week at home from just their laptop.
    - ii. If people need all of the equipment available at their campus work location, then it might make more sense for them not to work from home.
    - iii. Does the university have any liability for the home work environment?
      - 1. Workers' compensation does cover when an employee is working, to include anything that occurs at the home work location.
  - b. Are we asking for the return of GW equipment at home since March 2020?
    - i. Equipment that was taken home should be returned to campus, as that is returning to being the primary work location for almost all employees.
    - ii. Communication might be, "If you took something home or received something at home over the last 15 months, you should plan to bring that equipment back to campus when you return in August 2021."
      - 1. If we shipped equipment, should we provide labels to ship that equipment back?
      - 2. People were instructed to keep the box.
    - iii. We also need to build in some accountability to track that things are coming back to campus.
      - 1. Adeel might be able to share his list and advise as to the proper way to receive all that equipment back and check it in.
  - c. There is some concern that we will eventually identify a significant number of employees that we are comfortable giving additional flexibility (e.g. more than 50% WFH), which will change our calculus on equipment location.
    - i. If this situation flips so that equipment should primarily be at home, that's fine; the issue is the idea of setting up two full workspaces.
    - ii. There are also some employees that just need a laptop and Internet access to do their jobs.
  - d. Summary: All equipment to be returned to campus (and accounted for) by Friday, September 10, 2021. We will then respond as necessary to convincing data about individual situations that warrant more flexibility. LAI will not, in any case, duplicate work setups or environments, and that is the expectation ahead of future telework conversations.
- 5. New LAI org charts
  - a. Current org charts date to November 2020, when we decided to delay posting new org charts until July 2021 due to organizational shifts at the university.
  - b. Resolved: Wait until September 2021 to post updated org charts. Keep the November 2020 ones posted until that time.