

Senior Leadership Team Meeting  
Staff Edition  
August 18, 2021

1. Approve minutes from last meeting
  - a. Minutes approved.
2. Bicentennial Bash Update
  - a. Robin and Barba met with Paul Hegarty from Events, the production company, the rigging manager for the aerial dancers, the tech coordinator, John Kane from Facilities, and Mark Stegmeier from Safety & Security.
    - i. Stage is planned to be constructed in front of the Gelman stairs, with seven feet on either side for stair access.
    - ii. Aerial dancers seem to have a plan and will need to rehearse on Thursday, September 30 and Friday, October 1; schedules are forthcoming and load-in starts on Thursday. The loading dock will have to close during those rehearsals.
    - iii. Events has applied for a permit to close H St for any overflow crowd, and they are considering food trucks and a beer garden.
    - iv. Events has asked that we turn off all lights on the Kogan Plaza side, and Facilities should be able to accommodate that.
  - b. Discussion
    - i. Details about providing access to Gelman Library for the aerial dancers, events staff, etc. are still being discussed. While we plan to close, we have not told any staff that they will not be working just yet.
    - ii. There are two classes on Saturday, October 2. We have recommended that Events seek guidance from the Provost.
    - iii. Outstanding questions: H St closure and related details, Saturday classes, rehearsal schedules and loading dock implications.
    - iv. When do we want to close, and when do we want to reopen?
      1. It sounded as though 9am on Sunday, October 3 was the best choice for reopening.
      2. Recommend the Registrar try to relocate those two classes on October 2 and close all day.
      3. The setup might be even more disruptive than the event, what with equipment and workers.
    - v. Once we know when we will close Gelman early, do we want to come up with an alternate place for students to study (either another place on Foggy Bottom or Eckles)?
      1. MVC has activities planned in the afternoon.
      2. If we close for an entire day in the middle of midterms, I would recommend that the Provost's Office find another study space and send a message to students that their academics remain a priority.
    - vi. Geneva to discuss with the Provost at their August 19 meeting.

3. New Faculty Orientation Planning
  - a. Slides need to be submitted by Monday, August 23. Please review ASAP.
  - b. Coordination meeting scheduled with IT at 4:00pm today.
4. Defining Visitor Policy exceptions
  - a. All exceptional visitors need to go through the visitor management software and the established process.
  - b. Can any LAI staff or librarian put an exceptional visitor on the list to enter the building?
    - i. This makes sense for work purposes (e.g. interviewees, colleagues from other institutions, donors, vendors, etc.).
  - c. Robin will update the LAI Handbook accordingly.
    - i. Added to the handbook (page 14) just now: *LAI employees can make an exception for professional visitors (not friends or family, but donors, vendors or professional contacts) who need access to the building. These visitors must be escorted at all times while in the building. Visitor names must be submitted to the visitor management software at least 24-hours in advance of the visit (process TBD).*
5. Expectations regarding F2F LAI events
  - a. Do we want to encourage staff and librarians to shift their remote work days in order to accommodate major in-person events (e.g. Town Halls)?
    - i. We had people attend virtually or not attend even before the pandemic.
    - ii. There will always be folks that need a remote option (VSTC/Eckles, staff at service desk, overnight staff, etc.).
    - iii. Additionally, we do not want ~100 people in that room all together at this particular moment.
    - iv. As long as the technology works and people can engage, the hybrid format makes sense.
6. Instructional Behavior change measures
  - a. Storage Mitigation Message on 'Faculty' Blackboard Facepage
  - b. Telecommunications message on the GW IT Zoom Landing Page