

Senior Leadership Team Meeting
Staff Edition
October 20, 2021

1. Approve minutes from last meeting
 - a. Minutes approved.
2. Updates from Council of Deans and Provost Senior Staff meetings (Geneva)
 - a. Enrollment: Jay Goff gave the same overview he gave at Faculty Senate last Friday, and the bottom line is that enrollment is looking good (down ~2% over last year, driven primarily by loss of international students).
 - i. GWSB noted that students are also taking more credits this semester.
 - ii. Retention and graduation rate are both strong.
 - iii. Geneva will forward the slide deck when it is available.
 - b. Academic Space: Provost Bracey noted that his office controls academic space discussions and should be approached with any concerns with the campus master plan; Terry Murphy has been tapped to handle this portfolio item.
 - c. WMATA U-PASS: Likely to be implemented this semester and subsidized to some level by the university, with all students charged some sort of fee to cover the remainder. Some attendees noted concerns about students that might not participate being charged.
 - d. Corcoran Naming: Given William Corcoran's ties to the Confederacy and probable ownership of slaves, renaming might be considered; this name did not surface during the initial Renaming Task Force effort. Our agreement precludes renaming some things, but Corcoran Hall would certainly be eligible for renaming by GW. University leadership to follow up with the Board and others.
 - e. Colin Powell: Our flags are at half mast, given his status as an alumnus and designation as Monumental Alumni. GW has offered our space for events.
3. Brief Announcement: EduMax
 - a. Guy will distribute slides from EduMax after the event concludes, as some of the tools and data provided might be useful in making decisions about our priorities, both here at LAI and as a university more broadly.
4. October Town Hall Agenda
 - a. Scheduled next Wednesday 10/27 at 10am.
 - b. Currently we only have about 20 minutes of material. Need to come up with more, cancel, or change the length of the meeting.
 - i. Support expressed for either a shorter dean's update or email, especially if the primary purpose is to communicate the briefing described below.
 - c. Draft Agenda:
 - i. Welcome & introductions (5 minutes)
 - ii. Briefing from Geneva (similar to the old weekly updates, but covering the past month to include things like WFH policy, diversity committee, senior GW personnel changes, faculty/board communication, the master plan pictures, covid testing procedures, etc. (10 minutes)

- iii. OER faculty incentives (5 minutes)
 - d. **Cancel the October Town Hall and provide an update by email.**
- 5. Employee Recognition and Appreciation
 - a. As we might not have sufficient lead-up time or an appropriate public health environment to do a Captain Cookie-type event, it would be great to hire Nia and Jennifer to create goody bags to give to everyone, perhaps just before Winter Break (after classes end).
 - i. One advantage of doing something sooner rather than later is that we can use the outside space and be less masked.
 - b. We are about 50% of the way there with individualized bookplating outreach; those for whom this particular expression of appreciation resonates have taken the time to select their titles, and others are working on it.
 - c. **Employee appreciation could occur on November 18, in collaboration with Nia and Jennifer; Geneva can also provide signed letters of appreciation.**
 - i. Note: gift bags are for professional regular staff and temps (people on the organizational chart). Please send names of temps to Robin.
 - d. **January Town Hall will be held January 7 and will involve recognizing pandemic on-site staff, aiming to include displayed books with bookplates.**
- 6. Approve updated organizational chart (Robin)
 - a. LAI Org Chart 10-1-21 draft v3.pdf available in your email.
 - b. Several edits and suggestions were provided.
 - c. **Robin to update and share the final version, to be dated November 1.**
- 7. Quick Eckles update
 - a. GWPD
 - i. Captain Steven Booker walked the spaces with Hannah and Barbra and identified two additional locations for tap access. Conversation also covered how exits are identified and other basic coordination.
 - b. Silent Disco: Friday PM 10/29/2021
 - i. Student Life will completely staff this event (as there will be no library staff on hand), and they provided an enumerated list of in-scope activities. Hannah, Barbra, and Peter reviewed the request and agreed that this would be a good test case.
 - ii. Un-powered furniture on the second floor will be moved and then replaced. We will review the space thereafter.
 - iii. No objections noted from SLT.
- 8. Reassessing employee designations after 90 days
 - A significant number of LAI employees expect an announcement about reevaluating LAI's WFH policy (4:1, with exceptions) by the first week of November. SLT should decide whether and how to address this matter.**
 - a. From October 6 SLT Meeting:
 - i. Nov 1 will mark 90 days since we asked folks to return to campus Aug 2. Additionally, during the June 2021 town hall, we stated, "We will assess this on an individual basis after 90 days and may offer the option to

increase remote work days, if warranted.” Multiple areas report that employees have kept statistics with the explicit expectation that those data will be part of the discussion around more flexible arrangements.

- ii. Mafona noted that managing the balance on a case-by-case basis makes the most sense, as long as more flexible arrangements are driven by organizational need and not individual sensitivities. The escalation pathway to Mafona and Geneva exists to ensure consistency within LAI.

b. From Oct 14 SLT Standup Meeting:

- i. The group noted again that some LAI employees seem to be expecting a big organization-wide ‘evaluation’ of the 4:1 WFH approach.
- ii. Concern was expressed at not having sufficient ‘guide rails’ for these conversations with employees, even if those guide rails take the form of an organization-wide statement that WFH arrangements will be handled on a case-by-case basis with managers according to organizational need and individual job functions.
- iii. It was noted that some employees see arrangements that differ from their own, both in other LAI departments and across the university, and view the disparity as an issue of fairness.

c. Discussion

- i. There may be some hesitation on the part of employees and managers to ask for more flexibility in work arrangements.
- ii. Will we add language that university or provost-area policy changes might supersede our arrangements in LAI?

d. Action

- i. **Geneva and Robin will draft an email on this topic.**

9. LAI data reporting update

- a. The data dashboard has been turned back on and kinks are being worked out. Departments have been asked to update their data on the LAI Data Dashboard backend by the end of this week or early next week.