Senior Leadership Team Meeting
Staff Edition
March 19, 2019

1. Approve minutes from last meeting
   a. Minutes approved
2. Update on final report from Ballinger (Barbra)
   a. Final report is in process of being sent to GW
   b. 5 sections
   c. Recommendations to consider during each phase of the renovation
   d. Separate cost provided by estimator will be included in report
   e. Will forward to SLT and follow up at next meeting
3. Space and DSS (Barbra)
   a. Caroline Laguerre-Brown approached with need for space for testing for DSS students.
      i. They run 100 tests at the same time during finals
      ii. 1600 students enrolled in DSS. Many only require additional time.
      iii. Need a space reserved for 8am-8pm during finals.
      iv. Looked at space on 4th floor due to Ballinger plan
         1. Caroline Laguerre-Brown liked 401 as-is
         2. Susan McMenamin will do another walk through
         3. Eventually would like to see 401, 402, and 403 available for daytime testing
         4. We have seen low usage when giving them 301-302 in the past.
         5. Will approach this as a pilot to see how room is used. Will gather data about how many people are using 401 to provide students with enough additional study space.
         6. Will see if we're able to make sure finals are not scheduled in 402 that would require people to walk through 401.
4. Restroom renovation update (Barbra)
      i. Barbra asked for additional design options, which are linked below. No price points were available, but option 2 & 3 involve moving the risers so would be more expensive.
      ii. Barbra has requested pricing for all 3 options and if we did 2 floors at a time.
5. Identifying Areas of Follow Up After Town Hall (Hannah)
   a. Most specificity in the feedback about HR and the need for training on tool and new system
      i. Hannah will get with Nia and get her thoughts and make sure we're on the same page
   b. In the what excites/what challenges document there is a lot of discussion of Alma/Primo and of not having enough time to do things.
      i. Possible need for internal training for users of Alma/Primo.

    c. Concern regarding number of people who are concerned primarily about branding their own silo as opposed to the full LAI organization.

6. FY19 Unfunded Requests (Regina)
    a. Reminder to add items to the list so that we can consider those for purchase. Need to spend all funding.
        i. Would like items above $4-5k
        ii. Discussed Amazon-style lockers for reserve items/equipment borrowing or laptop vending machines

7. FY20 Capital Plan Approvals (Regina)
    a. Funded for 2 items - HVAC for B05c & audio-visual & furniture upgrades
    b. Anything less than $50k must be funded out of own budget
    c. HVAC funding
        i. Only for B05c special collections space in the current footprint

8. Calendly Licenses (Regina)
    a. Check with units to let Regina know how many licenses are needed instead of adding here and there.

9. Technology Updates (Jared)
    a. Off campus dialing +8 (+9 will be retired on April 1)
    b. Centralized Time Off Tracking
        i. Detailed communications regarding the Kronos system, manager training, open labs for employees to being in early April.
        ii. Communication regarding the process for soliciting 7/1/19 beginning VP approved vacation carry over and sick time balances to being in April. Communication will be directed to managers.
        iii. Records retention
            1. Schools/Divisions will be asked to retain 3 years of sick time off records
               a. FY17 7/1/16 - 6/30/17
               b. FY18 7/1/17 - 6/30/18
               c. FY19 7/1/18 - 6/30/19

10. Take Your Kids to Work Day (April 25)
    a. HR sent email re: kids at work activities for Kindergarten and up
    b. Fine to do if people feel they can still get their jobs done

Follow up on Software Carpentry from January 22:
1. **What is the level of expertise required to participate in certification?**
    a. Answer from Chris Erdmann: There is no exact requirement other than a commitment to learning, and to becoming a better teacher. Observation of delivery of course material is required for certification.
2. **What ongoing commitment is required of those who become certified?**
    a. Answer from Chris Erdmann: "There is no requirement for instructors. In fact, we have many instructors that have taught one or less workshops. It's really up to

the instructors. There are some conditions to note when it comes to voting in our Executive Council elections, which may or may not be a priority for you. You have to teach over a certain amount of lessons in order to vote."

3. **General information** found here: https://carpentries.org
4. **Membership.** SEAS has been paying GW's shared membership; LAI has been contributing staff to become certified. We will plan to look at new certification training dates for Fall, not Spring, as we considered earlier.
5. **Upcoming confirmed dates:**
   Software Carpentry (rescheduled from Feb) - Laura & Dan; April 3-4
   Data Carpentry for Genomics Workshop - Megan coordinating; April 11-12