

Senior Leadership Team Meeting
June 25, 2018

1. Approve minutes from last meeting.
2. Review and approve July 1 org charts (Robin)
 - a. Approved for posting July 1, 2018
3. Performance management timeline if info is available (request from Beth, for Coreene)
 - a. Performance Review Timeline
 - i. 6/18-7/6: Employee self-assessment should be completed
 - ii. 7/7-7/20: Manager review should be completed
 - iii. 7/21-8/2: Second level approver should sign off on review
 - iv. 8/3-8/17: Managers should be meeting with employees to discuss content of reviews
 - b. ALMA team seeking request to have extension for performance review due date due to ALMA implementation
4. Winding down 3-D printing services (Robin & Jared)
 - a. Public 3-D printing services will cease due to low usage and high cost of staff time.
5. Additional resources needed for start of school (Robin & Jared)
 - a. Break up in 3 areas - Faculty Outreach, Academic Commons and Check out desk
 - b. Robin to email SLT list of needs for faculty outreach - week of 6/25
 - c. Second tier to have those left sign up to work at AskUs desk; all staff to be trained in all areas
6. Creating a diversity plan (Geneva)
 - a. Co-Chairs: Coreene and Jared
 - b. What is GW's overall diversity plan and how does each department align itself with the overall plan?
 - c. LAI seeking diversity in areas of workshops, panel discussions, staff and overall events
 - d. Due - October
 - e. Beth to reach out to ARL and Coreene to check into the Univ. Diversity and Inclusion plan
7. Timeline to submit budget requests (Regina)
 - a. Mid July the template will go out.
 - b. Immediate needs send an email to Regina
8. Meetings going forward (Geneva)
 - a. Biweekly meetings to alternate focus between logistics and strategy and where we are going and shaping what we as an organization are doing in support of the University.
9. Academic Commons
 - a. Academic Commons and what our role is in it. We are a one stop shop to answer and direct the Univ. customer to any department within the University.
 - b. Impact the student experience and model ourselves to a culture change the President has been talking about.
 - c. Update going out this Friday on Academic Commons
10. Other items for discussion
 - a. Jared
 - i. Purely HR - still missing a few staff updates; need to update sick data with any corrections ASAP
 - b. Robin
 - i. 2 additional Town Halls for summer

1. July - focus on Primo and ALMA implementation
2. August - focus on Academic Commons and DSS

c. Regina

- i. Last day of FY is 6/29 - all outstanding items need to be in; all wage requests to be submitted if have not done so