

Senior Leadership Team Meeting  
Staff Edition  
June 4, 2018

- 1) Approve minutes from last meeting.
  - a) Carla to revise for staff
- 2) Short leave expectations document for town hall PurelyHR demo (Robin & Jared)
  - a) Jared will be forwarding a Google sheet for all managers to document staff annual and available sick leave that will be updated to Purely HR.
- 3) Managers dealing with employee medical issues (Geneva & Correne)
  - a) HR provides support to managers and staff when there is a medical issue that has been brought to the manager's attention
  - b) Proper protocols should be followed relative to questions and how personally involved managers should be
  - c) Directors and managers should refer any questions to Coreene and her team.
- 4) LAI graphic and metrics (Geneva)
  - a) View graphic: <https://lai.gwu.edu/departments-and-organization>
  - b) How do we show the impact we have with our services? How do we take the metrics and correlate them to impact/success
  - c) We don't have an assessment professional. Maybe this is an area where we can get additional training and help us do a better job with this.
  - d) Consider working with Joe Knopf to help us understand how to work with the data
  - e) Need to prioritize the metrics → ease of collecting data and impact it can have
  - f) Need a common repository for the data
  - g) Jared's team to now do an environmental scan
  - h) Create categories aligned with the wheel
- 5) Anticipating need to give increased support to joint student worker orientation for the fall. Mentioning this to get it on radars. Steps to be defined. (Hannah)
  - a) August 26th is the student worker orientation
- 6) Interview Process (Geneva)
  - a) Process for hiring librarians is set by Librarian's Code
  - b) Staff of LAI
    - i) Recruitment process should be standard across the board
    - ii) Top 3 levels of org should be brought in for an all day interview process
    - iii) Below the manager level, max would be a half-day process
- 7) Performance Management Process (Coreene)
  - a) Our review cycle ends 30 June 2018
  - b) This year everything will be done online
  - c) June 18 will be the date that the system will allow employees to do their self assessment
  - d) Official HR train-the-trainer happening tomorrow; Coreene will have more info after that training.
- 8) Review install design for Gelman outdoor digital sign (Jared)
  - a) Jared shared a mock-up of how the outside signage will look