

Senior Leadership Team Meeting  
Staff Edition  
June 5, 2019

1. Approve minutes from last meeting
  - a. Minutes approved
2. Update on what happened over this past weekend in Gelman (Geneva)
  - a. Gelman opening on Saturday (6/1) found flooding
    - i. Kiev Collection appeared threatened
    - ii. Water extraction was undertaken
    - iii. Housekeeping cleared a clogged drain on the roof
      1. Geneva contacted David Dent to assess
  - b. Gelman opening on Sunday (6/2) found flooding
    - i. Facilities found rooftop HVAC unit had clogged the drain
    - ii. Power turned off to fix HVAC; power did not come back on afterward
    - iii. The building closed a few hours early
  - c. Gelman delayed opening on Monday (6/3) due to ongoing work
    - i. The switch failed and required new cabling throughout the building
    - ii. Power restored ~8:30am
    - iii. Walkthrough and follow-up has found little to no damage to collections
  - d. JJ: Operational continuity: Fungler 105 (backup solutions center) had setup issues, so Brent ran it from home
3. Organizational update (Geneva)
  - a. DAR reorganization: Tracy and Casey over to central gifts
    - i. LAI POC is now Sarah Lefferts; Tracy is compiling primer for transition
    - ii. Geneva to have an initial meeting with Sarah and Maryam Henson soon
4. iBuy Changes (Regina)
  - a. Gift card requests process in iBuy; no paper submissions
  - b. P card requests process in iBuy; no paper submissions
5. Spelling out community standards for visitors using the libraries (Robin)
  - a. Conduct guidelines for library visitors
    - i. Designed to assist access services/GWPD in enforcement
    - ii. Space for further coordination between front-line staff and students on customer service and escalation of issues up management chain
6. Teaching & Learning Updates (Guy)
  - a. Manager's Retreat (June 20, 2019)
    - i. Workshop Evaluation Metrics and Learning Analytics (Cheryl Beil)
      1. Intake data for clients
      2. Evaluation of Workshops
      3. Faculty Profiles (Client Metrics and Downstream Impact)
      4. Big Data Analytics (on the horizon)
    - ii. Task Force Development (Guy Lotrecchiano)
      1. Faculty Development (Patty)

2. Digital Fluency (New Dir.)
      3. Learning Laboratory (Maddy)
      4. Graduate/TA Support and Development (Yordanos)
    - iii. Prioritization of Projects/Workshops and Timeline using Workfront (Uzezi Enodano?)
    - iv. Brand Development/Launch (Robin Delaloye)
  - b. New Director Update (Digital Learning Strategies??)
    - i. June posting Goal (Thanks Hannah and Jared)
7. Administrative updates (Tyler)
- a. Preparing for Kronos launch
    - i. Annual time carryover/balances (due in Sharepoint on June 13 at midnight)
      1. Annual time carryover: track requests in this Google sheet for dean approval
    - ii. Sick time data for FY17, FY18, and FY19 (due July 31)
  - b. Preparing for SLT retreat
    - i. Complete the pre-retreat survey by tomorrow AM
  - c. Performance management training sessions
    - i. Need for communication and clarification regarding simplified rating scale