1. Approve minutes from last meeting
   a. Minutes approved

2. University Leadership Council - moves
   a. Meeting took place on September 4
   b. 38 people from Rice Hall moved to VA campus recently. The remaining staff in Rice Hall will move to Old Main in December
      i. Some staff is temporarily within the Marvin Center
   c. Name of the Old Main building to be researched by Brigette Kamsler in coordination with SLT team
   d. Alumni House will contain the President, Executive Vice-President, and Vice-President offices
   e. Enrollment and Student Experience new organizational chart has been formed by Laurie Koehler (units)

3. David Rubenstein visit - September 15, 6:00-7:30pm
   a. Visiting the GW National Churchill Library and Center
   b. Opportunity for staff to attend

4. Updates from Summer 2018
   a. Favorable article concerning the Academic Commons in The Hatchet
      i. Students appreciated getting to know the library staff through the Ask Us desk
   b. Alma/Primo team continuing to monitor the transition and to configure any issues
      i. Troubleshooting is usually a case-by-case basis
      ii. The team is evaluating the long-term plan beyond the transition
   c. Considering further evaluation of the ecosystem of the ground floor with the implementation of the Academic Commons
   d. Student participation in the Academic Commons has been consistent with several appointments being placed in the first week by faculty and staff
      i. Program Coordinator to join mid-Fall
   e. Financial Analyst to join mid-Fall
   f. A few department transitions are in progress
   g. President Knapp’s portrait is being placed on the entrance floor of Gelman
      i. Will be coordinated by University Events
      ii. Will be placed next to the circulation desk

5. Ballinger Space Plan
   a. Reviewing a layout configuration for the stacks and the infrastructure
      i. Shifting of the stacks will begin when the infrastructure is improved
   b. Reviewing the action steps for the phasing of the floors
      i. Removed one classroom from the basement; considering moving other classrooms in the basement
c. Final report from Ballinger is due