WORKING GROUP ON SUPPORT STAFF ISSUES

WGSSSI

2015-2016
END OF YEAR REPORT

Sr. Co-Convener: Shirley Entzminger
Jr. Co-Convener: Ruth Levitsky (Fall 2015)
Jr. Co-Convener: Michelle Miller (Spring 2016)
Dear MIT-Human Resources:

Working Group on Support Staff Issues (WGSSI) 2015-2016 year report.

HR-Facilitator for WGSSI
Michelle Carmichael,

WGSSI-Con-Conveners…
Shirley Entzminger, Co-Convener 2015-2016
Ruth Levitsky, Co-Convener-Fall 2015
Michelle Miller, Co-Convener-Spring 2016
Working Group on Support Staff Issues (WGSSI)

The WGSSI Mission

Established in 1975, the MIT Working Group on Support Staff Issues (WGSSI) consists of Support and Administrative Staff throughout the Institute who work to address issues of concern to support staff employees at MIT. We act to continually improve the working environment and perception of Support Staff at MIT. We do this by:

- Identifying issues that concern Support Staff
- Forming groups on these issues that conduct research
- Recommending actions to the appropriate parties
- Communicating results to Support Staff
- Providing networking opportunities for Support Staff and
- Sponsoring events

All MIT/Lincoln Lab Support and Administrative staff interested in Support Staff issues are welcome to become members of the WG.
Ground Rules:

Be respectful of others

Honor time limits

Participate by sharing your own opinions and experience

Listen and consider the opinions of others

Be willing to experiment with ideas and techniques presented

Keep discussions focused
December 3, 2015 - WGSSI Kendall Hotel Luncheon

- Brenda Anderson, Manager of the Kendall Hotel hosted a luncheon for only members of WGSSI (many who are Event Planners) and talked about their services for the MIT Community, and scheduled tours of some of their renovated space. Gift Bags were given out.


- Background: Convening this illustrious group was an idea of co-chair Gayle Sherman back in 2014, who felt isolated and uncertain of many elements of the group while serving as senior co-convener. As the administrator for the advisory group at the Sea Grant College Program it was not difficult to imagine an advisory group for the WGSSI, and indeed the final regular monthly meeting in May 2014 welcomed reflections from each of the past co-conveners in a panel format, while celebrating the contributions of Mary Rowe, retiring Ombudsperson.

January 19, 2016

- Sara Malconian and her staff gave a presentation about the “Buy-to-Pay Project, focusing on P-Card. The event attracted not only support staff, but financial coordinators, financial assistants II and fiscal officers.

March 10, 2016

- Sara Malconian and her staff presented Part II about the “Buy-to-Pay Project, focusing on Reimbursements and Payments. Again, the event attracted not only support staff, but financial coordinators, financial assistants and fiscal officers.

March 2016

- ABD-Visual Artists from MIT-Campus and MIT-Lincoln Lab displayed their arts/photography/sketches for the 2016-MIT Excellence Award Event at Kresge Auditorium.
April 27, 2016
- WGSSI Appreciation Luncheon, celebrating 41 years at MIT. Event was held at the new MIT Samburg Conference Center.

May 3, 2016
- Careers Across MIT | Table for WGSSI with literature from eight WGSSI-Subcommittees (except for Archive) was presented. Fifty (50) support staff signed up to receive email from WGSSI and supstaff about events around MIT and WGSSI meetings. (Water bottles with WGSSI Logo were given to all support staff who had signed up for supstaff@mit.edu email listing. “What a Great time.”)

June 24, 2016
- WGSSI End-of-Year meeting at the MIT-Endicott House. This was an all-day event, beginning at 9:00 AM with breakfast, ending at 3:45 PM. Key-note speaker, Mr. Scott Rolph gave an EXCELLENT presentation about “Time Management.”

June 27, 2016
- Sara Malconian and her staff presented Part III about the “Buy-to-Pay Project, focusing on Invoicing. Again, the event attracted not only support staff, but financial coordinators, financial assistants and fiscal officers.
WGSSI

AGENDAS

and

POWERPOINT PRESENTATIONS

2015-2016
WORKING GROUP ON SUPPORT STAFF ISSUES

Thursday, September 10, 2015
11:45am – 1:00pm
34-401A (Grier Room A)

AGENDA

11:45 AM  Lunch, catered by Royal East Restaurant

12:05 PM  Cori Champagne: Nomination Period for Excellence Awards and Collier’s Medal

12:15 PM  Prof. Edmund Bertschinger: Updates from Institute Community and Equity Officer

12:55 PM  Task Group Reports and Announcements

1:00 PM  Adjourn

Shirley Entzminger
Ruth Levitsky
2015-2016 Co-Conveners
Email: wgcc@mit.edu
Working Group on Support Staff Issues

Thursday, September 10, 2015

Co-conveners: Shirley Entzminger & Ruth Levitsky

Grier Room, 34-401A
Royal East Restaurant

Contact: 617-661-1660

Website: http://royaleast.com/
Introductions

- Ruth Levitsky, *New* Co-convener
  Administrative Assistant II in Economics

- Human Resources liaisons with WGSSI
  - Michelle Carmichael
    Administrative Officer, Human Resources Office
Cori Champagne
Rewards & Recognition Specialist

- Nomination Period for Excellence Awards and Collier's Medal

http://hrweb.mit.edu/rewards
Nominate

DEADLINE: October 19, 2015 – Main Campus and Lincoln Laboratory

hrweb.mit.edu/rewards/excellence
Professor Edmund Bertschinger
- Updates from the Institute Community and Equity Officer
Advancing a Respectful and Caring Community: Learning by Doing at MIT

Ed Bertschinger
Institute Community and Equity Officer
“One of my goals as president is to cultivate a caring community focused on MIT’s shared values of excellence, meritocracy, openness, integrity and mutual respect.”

L. Rafael Reif
Goals of the report

1. Develop a plan for the MIT community to deepen the sense of inclusion based on shared values
   - help community members benefit from diversity
2. Present achievable goals and assessment methods
3. Define the role of the ICEO
A novel approach to diversity and inclusion

Community, culture, and values describe diversity, equity, and inclusion.
Figure 1. Composition of the MIT community, October 2013.
Figure 2. Community satisfaction at MIT, by group.


Notes: Percentage of responses “somewhat satisfied”, “generally satisfied”, “satisfied”, “very satisfied” (varies according to survey) to the question asking how satisfied the respondent is being a student/postdoc/employee at MIT. For staff in 2001, the percentage is those who agree or strongly agree with “I am satisfied with my job at MIT.” Over a decade, the overall satisfaction rates increased by 14%, 5%, 19%, 13% for graduating seniors, postdocs, staff, and faculty, respectively, to the current values of 88%, 88%, 90%, and 92%. The satisfaction rate for graduate students in 2012–2013 was 89%. No staff surveys were conducted during the period 2008–2010, and graduate students were not asked about overall satisfaction before 2011.
ICEO Mission

The ICEO Mission is to advance a respectful and caring community that embraces diversity and empowers everyone to learn and do their best at MIT.
A Vision for MIT 2030

“MIT is famous for the strength of its community and its shared ethic of empathy and respect. Everyone in the MIT community has opportunities to learn, grow and do their best. Students, faculty, staff and postdocs know and support the ideals of a caring community of innovators. MIT draws talent broadly from our nation and the world. Besides brilliance and invention, the words most often used to describe MIT include community, diversity, empowerment and respect.”
# Shifting the culture

**From:**
- MIT is a meritocracy
- Excellence is our only criterion
- Working harder is always better
- Individual achievement is rewarded

**To:**
- Everyone has opportunities to learn and grow
- We acknowledge and correct bias
- We care for ourselves
- Caring is as important as knowledge
How?
WGSSI Subcommittee on Civility and Respect

The committee explores identifying workplace inequities and best management practices for transforming work environments. The WGSSI can contribute to a more civil and respectful work environment to embrace President Reif’s vision of “One Community.”
ICEO Report Recommendation C1: MIT Compact

Assemble a representative working group to write a brief statement of what we aspire to as a community and what we expect of each other as MIT community members.

1. Convene a highly diverse community-wide Task Force on the MIT Compact representing all groups in the MIT community.
2. This will be the first time such a broad group has ever been established at MIT.
3. Charge it to write a ≤300-word statement considering core values, community aspirations, and norms.
4. Inclusive process
Summer, 2015 experiments

ICEO Luncheon series: Community Conversations

1. What are MIT’s core values?
2. How can we make MIT a kinder place for all community members?
3. Unpacking White Privilege
4. Vulnerability
5. How to Tell Somebody Something They’d Rather Not Hear
Preliminary thoughts on the MIT Compact

1. MIT is many communities, not one
2. A top-down approach is inappropriate
3. The process and relationships are more important than the document
4. Affinity groups can lead the way by developing inclusive processes and building relationships.
5. WGSSI participation is essential
you are welcome here
Committees

- Archiving the History
  Co-Chair needed

- Artists Beyond the Desk
  Shirley Entzminger and Barbara Keller

- Civility and Respect at MIT
  Gayle Sherman

- Communications
  Gracie Dorneus and Olga Parkin
Committees

- **Craft Fair**
  Jean Belbin – *new* Co-chair
  Winter Craft Fair: *Date TBA*

- **Growing Green**
  Ruth Davis, Joel Dashnaw, Keeley Rafter
  - Reuse/Recycle event,
    3rd Thursday every month at Stata

- **Membership**
  Barbara Smith and Marcia Tench-Mora
Committees

- Professional Development
  Ruth Levitsky

- Pumping, Parental Leave and Preschool
  Shirley Entzminger
MITAC Events

- **2015 Car & Vehicle Show**
  
  Sunday, October 11, 2015
  
  10:00 AM – 2:00 PM
  
  Hayward Lot

- **MITAC and MITFCU**
  
  Harvest Dinner Dance
  
  Saturday, November 7, 2015
  
  6:30 PM – 11:00 PM
  
  Montvale Plaza
  
  Stoneham, MA
Thank you

- If you are interested in joining the Working Group on Support Staff Issues please sign up online, http://wgssi.mit.edu/

- Share your ideas, questions, comments, concerns: email co-conveners…
  Shirley Entzminger & Ruth Levitsky, wgcc@mit.edu

- Thank you for participating!
WORKING GROUP ON SUPPORT STAFF ISSUES

Thursday, October 8, 2015
11:45am – 1:00pm
34-401A (Grier Room A)

AGENDA

12:00pm   Caterer Presentation: Sarah Stone from Boston Café & Catering
           http://bostoncafeandcatering.com

12:05pm   Sara Malconian, Financial Operations
           Assistant Director, Strategic Sourcing and Procurement
           Procurement updates on...
           • the status of the new shipping tool
           • the status of catering initiative
           • buying and paying process
           http://vpf.mit.edu/site/sourcing__procurement

12:45pm   WGSSI Task Group Reports and Announcements

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Ruth Levitsky
2015-2016 Co-Conveners

Email: wgcc@mit.edu
Working Group on Support Staff Issues

Thursday, October 8, 2015

Co-conveners: Shirley Entzminger & Ruth Levitsky
Boston Cafe and Catering

Contact: Sarah Stone

Website: http://bostoncafeandcatering.com
Welcome back, Sara Malconian!

Sara returns to update us and answer questions.

She works in Financial Operations, as Assistant Director, Strategic Sourcing and Procurement

http://vpf.mit.edu/site/sourcing_procurement
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Procurement Update for WSGGI

October 8, 2015

Sara Malconian
Rose Durham
Ann Julian
Pam O’Neil
Agenda

- eShipGlobal Update – Sara Malconian/Ann Julian
- Catering Initiative Update – Pam O’Neil/Ann Julian
- Travel and Hospitality Review – Pam O’Neil
- Buy to Pay Redesign Update – Sara Malconian
- Q&A - Rose Durham
eShip Global Update

- Web-based tool selected to address 3 main goals:
  - Establish a consistent process
  - Control shipping costs
  - Minimize the regulatory risk of shipping hazardous materials

- Benefits Include:
  - Automatic access to MIT’s discounted shipping rates with at-a-glance comparisons of costs and delivery times
  - Streamlined billing, payment and reconciliation for shipping charges
  - Central repository of shipping information for administrators
  - Built-in compliance with domestic, international, and hazardous materials shipping regulations
eShip Global Implementation

• Phased rollout starting in October
  • Pilot launch (VPF, EHS, Koch, Chemistry)
  • Phase 2 launch December 2015 (EAPS, RLE, Sloan, Division of Comparative Medicine)
Catering Initiative Update

April 2015 Survey Findings

✧ What’s important
  ✧ Quality and diversity of menu items
  ✧ Price/Value
  ✧ Focus on using sustainable products
  ✧ Reviews and recommendations from peers

✧ What’s challenging
  ✧ Finding the right caterer
Catering Initiative Update

Catering Types

- Unstaffed – Drop off
- Mid-range – Minimal Staffing
- Special Event, high-end, fully staffed

Top 25 caterers for FY15 = $12,717,790
Catering Initiative Update

Request for Information (RFI)
October 13, 2015

45 questions covering topics such as:
- Quality and Selection
- Sustainability and locally produced options
- Price/discounts
- Ordering and Delivery
Catering Initiative Update

Desired Result – Designate suppliers in each catering type as “Preferred”

✧ Engage with confidence knowing the supplier meets MIT’s criteria
✧ Procurement process is more streamline with a preferred supplier – simplified Selection of Source and less need for competitive quotes
✧ Cost savings without sacrificing value or quality
Travel and Hospitality Review

Individual Travel Reservations

✧ Concur – MIT’s online booking and expense tool
✧ Preferred Travel Agencies, Airlines, Hotels, Rental Car Agencies
✧ Simplify the booking process by booking all components of the trip at the same time
✧ Duty of Care
Rules of Thumb for Hotel Blocks

- Use preferred hotels – Master Hotel Partnership Agreements
- Be thoughtful about how many rooms you need
- Attrition costs MIT $100K’s annually
- Use Procurement/Sourcing as a resource
- DO NOT SIGN CONTRACTS
Buy to Pay (B2P) Redesign Project

Vision: A purchasing experience that promotes a culture of responsible spending by making it easy for users to do the right things the right way.

• So simple and intuitive that users can make effective purchasing decisions without training

• Everything our users need to find the best products and services, at the best price, quickly and efficiently, all in one place

• Straight through processing of orders and payments with speed and accuracy

• Full transparency and access to workflow, order status, approvals and payment all the way through the process, anywhere, anytime.
B2P Redesign Project (cont’d)

• Easy for users to follow policies and be compliant without thinking about it.

• Real time visibility and control over departmental spend via alerts, dashboards, metrics, and robust reporting

• Customer service and support available on demand via online tools or chat

• Resources deployed to highest value projects and initiatives versus tactical approach to deliver quantifiable savings and value.
B2P Redesign Project (cont’d)

• Discovery phase identified pain points and led to requirements for new system and processes

• Extensive evaluation of potential solutions led to selection of Coupa

• Planning and Design of new system and processes underway with community engagement

• Target implementation – summer 2016
## Most Commonly Used GL Accounts

<table>
<thead>
<tr>
<th>GL Account</th>
<th>GL Name</th>
<th>GL Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>421205</td>
<td>Alcoholic Beverages <em>(Unallowable GL)</em></td>
<td>Use for any purchase of alcoholic beverage to allow for proper exclusion from billings to federal and other sponsors who do not reimburse these expenditures. An unallowable GL account -- may not be charged to federally sponsored projects.</td>
</tr>
<tr>
<td>420102</td>
<td>Animal Care</td>
<td>All expenditures for animal care. Excludes the cost of animal purchases -- see G/L Account 420104</td>
</tr>
<tr>
<td>420104</td>
<td>Animal Purchases</td>
<td>The cost of live animals purchased for laboratory use. Excludes the cost of animal care -- see G/L 420102</td>
</tr>
<tr>
<td>420106</td>
<td>Audio Visual Expense</td>
<td>All audio visual expenses, including services provided by MIT’s AV department or by outside vendors.</td>
</tr>
<tr>
<td>420800</td>
<td>Books &amp; Publications</td>
<td>Purchases of Books or Publications</td>
</tr>
<tr>
<td>420128</td>
<td>Chemicals</td>
<td>Chemical purchases for laboratory or facilities use</td>
</tr>
<tr>
<td>421900</td>
<td>Computer supplies &amp; peripherals</td>
<td>Use for computer supplies and computer equipment with costs less than $1000</td>
</tr>
<tr>
<td>420140</td>
<td>Conference Expenses</td>
<td>Fees paid for attendance by MIT employees at conferences held outside of MIT.</td>
</tr>
<tr>
<td>420720</td>
<td>Contract Services</td>
<td>Purchased services (not including temporary services, professional services, legal services)</td>
</tr>
<tr>
<td>420157</td>
<td>Controlled Substances (DEA)</td>
<td>DEA Controlled Substances <em>(Please also use Material Group 1585)</em></td>
</tr>
<tr>
<td>420392</td>
<td>Copying Expense</td>
<td>Cost of copying</td>
</tr>
<tr>
<td>420160</td>
<td>Electrical Components</td>
<td>Expenditures for electrical components for fabricated equipment or in other research or teaching applications.</td>
</tr>
<tr>
<td>420166</td>
<td>Entertainment <em>(Unallowable GL)</em></td>
<td>For costs of various forms of entertainment (for example, tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities). Also for indoor floral arrangements, regardless of the purpose of the function. An unallowable GL account -- may not be charged to federally sponsored projects.</td>
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<tr>
<td>421818</td>
<td>Equip/Furniture-Major-not MTDC</td>
<td>Capitalizable equipment and furnishings with an acquisition cost of $5,000 or more</td>
</tr>
<tr>
<td>421827</td>
<td>Equip/Furniture-Minor</td>
<td>Equipment and furnishings between $1000 and $4,999. Not capitalized</td>
</tr>
<tr>
<td>421833</td>
<td>Equipment Rental-not MTDC</td>
<td>Costs of renting equipment for use in MIT research, instruction, or administrative work.</td>
</tr>
<tr>
<td>421572</td>
<td>Experimental Subjects</td>
<td>Used for the cost of participants in research, when Facilities and Administrative (F&amp;A) charges are allowed on participant costs.</td>
</tr>
<tr>
<td>420286</td>
<td>Facilities/Physical Plant Exp-not MTDC</td>
<td>Used for corrections to system generated entries to 600600, 600601, 600602, and 600603, Facilities charges.</td>
</tr>
<tr>
<td>421305</td>
<td>Fees - Administrative</td>
<td>Administrative Fees -- generally an internal allocation.</td>
</tr>
<tr>
<td>421200</td>
<td>Food</td>
<td>Purchases of food and/or beverages for MIT activities &amp; events (not including meetings -- for meetings, use 421000, &quot;Meetings-Food &amp; Beverage&quot;).</td>
</tr>
<tr>
<td>420198</td>
<td>Insurance Premiums</td>
<td>Insurance costs, including the cost of insuring equipment in transit when not billed as part of the original invoice.</td>
</tr>
<tr>
<td>420214</td>
<td>Laboratory Supplies</td>
<td>Laboratory supplies, including glassware. (Use 420128 for purchases of chemicals for laboratory use).</td>
</tr>
<tr>
<td>420220</td>
<td>Maint &amp; Repairs &amp; Reconditioning</td>
<td>Expenditures to maintain MIT buildings and equipment of all types in proper operating condition or to restore equipment to proper operating condition. Not capitalized</td>
</tr>
<tr>
<td>420232</td>
<td>Mechanical Components</td>
<td>Expenditures for mechanical components for fabricated equipment or in other research or teaching applications.</td>
</tr>
<tr>
<td>421000</td>
<td>Meetings - Food &amp; Beverages</td>
<td>Purchases of all food and/or beverages associated with a meeting. Not recoverable on federally sponsored projects unless allowed by the specific award.</td>
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<tr>
<td>421010</td>
<td>Meetings - Materials &amp; Supplies</td>
<td>Use for materials and supplies purchased for meetings. Treated as recoverable on federal awards unless not allowed by the specific award.</td>
</tr>
<tr>
<td>421753</td>
<td>Non-IS Telephone &amp; Network Charges</td>
<td>Used for payments made directly to phone vendors, or for reimbursement of MIT staff who maintain a phone line at home for MIT purposes.</td>
</tr>
<tr>
<td>420258</td>
<td>Office Supplies</td>
<td>Office supplies such as file folders, paper clips, stationary. Can be used for office furnishings and equipment under $1000.</td>
</tr>
<tr>
<td>420274</td>
<td>Parking Expense-not MTDC</td>
<td>Cost of parking passes purchased by MIT departments, labs and centers.</td>
</tr>
<tr>
<td>420920</td>
<td>Postage Mailing and Shipping</td>
<td>Used for the costs of postage, mailing, and shipping. Can be for US Mail or another carrier (UPS, DHL, et cetera).</td>
</tr>
<tr>
<td>420319</td>
<td>Prizes &amp; Awards-Other</td>
<td>Used for prizes &amp; awards. For prizes and awards subject to income tax, use 400800, &quot;Prizes &amp; Awards Compensation&quot;.</td>
</tr>
<tr>
<td>420131</td>
<td>Prof Development/Training</td>
<td>Expenditures for professional development, including conference fees, training classes (MIT or non-MIT), seminars.</td>
</tr>
<tr>
<td>420298</td>
<td>Professional Services/Consulting</td>
<td>Auditing &amp; other professional services. For legal fees, use 421316.</td>
</tr>
<tr>
<td>420302</td>
<td>Promotional &amp; Memorabilia <em>(Unallowable GL)</em></td>
<td>Used for costs of promotional items and memorabilia. For event publicity, use 420306. An unallowable GL account -- may not be charged to federally sponsored projects.</td>
</tr>
<tr>
<td>420314</td>
<td>Record Project Overrun-not MTDC</td>
<td>Used to transfer an over-run from a sponsored wbs element to the cost center or fund account which is providing the funding for the overrun.</td>
</tr>
<tr>
<td>420318</td>
<td>Recreation Related Expenses <em>(Unallowable GL)</em></td>
<td>Used for expenses relating to employee morale, such as holiday parties, flowers for sickness or bereavement, equipment or supplies for office sporting or picnic events, and similar items. Limited by MIT policy to $15 per employee per year from general funds. An unallowable GL account -- may not be charged to federally sponsored projects.</td>
</tr>
<tr>
<td>420133</td>
<td>Recruiting/Placement Fees</td>
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<td>Rewards &amp; Recognition</td>
<td>For costs of non-taxable rewards &amp; recognition for support, research, and administrative staff. Do not use for prizes and awards for faculty and students for faculty and students. Use 420319. For taxable rewards &amp; recognition, use 400800.</td>
</tr>
<tr>
<td>420344</td>
<td>Seminar/Workshop/Conference Costs</td>
<td>Costs of seminars, workshops, and other special event programming offered by MIT. For the cost of conferences and seminars attended by MIT employees, use &quot;Conference Expense&quot;, 420140</td>
</tr>
<tr>
<td>420338</td>
<td>Service Contracts</td>
<td>Maintenance contracts on office, lab, scientific, and shop equipment</td>
</tr>
<tr>
<td>421925</td>
<td>Software</td>
<td>Expenditures for purchased computer software including operating systems and applications (but, the original operating system purchased with a computer is part of the computer purchase.)</td>
</tr>
<tr>
<td>420890</td>
<td>Subscriptions</td>
<td>Subscriptions for newspapers, magazines, or other periodicals</td>
</tr>
<tr>
<td>420262</td>
<td>Temporary Help</td>
<td>Expenditures for temporary services for individuals not filling budgeted vacancies. (e.g. Temporary Staffing Agencies)</td>
</tr>
<tr>
<td>420050</td>
<td>Travel Expenses</td>
<td>Transportation, Lodging, and meal expenses on MIT Business away from campus, and in the United States.</td>
</tr>
<tr>
<td>420070</td>
<td>Travel-Foreign Expenses</td>
<td>Transportation, lodging, and meal expenses on MIT business outside of the United States.</td>
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Please visit VPF Financial Accounting and Reporting for a more comprehensive list of current GL accounts:

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<td>Travel Expenses</td>
<td>Transportation, Lodging, and meal expenses on MIT Business away from campus, and in the United States.</td>
</tr>
<tr>
<td>420070</td>
<td>Travel-Foreign Expenses</td>
<td>Transportation, lodging, and meal expenses on MIT business outside of the United States.</td>
</tr>
</tbody>
</table>

Please visit VPF Financial Accounting and Reporting for a more comprehensive list of current GL accounts:

Vendor Search
Committees

- Archiving the History
  Co-Chair *needed*

- Artists Beyond the Desk
  Shirley Entzminger and Barbara Keller

- Civility and Respect at MIT
  Gayle Sherman

- Communications
  Gracie Dorneus and Olga Parkin
Committees

- Craft Fair
  Jean Belbin

- Growing Green
  Joel Dashnaw, Keeley Rafter, Ruth Davis,
  Reuse/Recycle event,
  3rd Thursday every month at Stata

- Membership
  Barbara Smith and Marcia Tench-Moira
Committees

- **Professional Development**
  Ruth Levitsky

- **Pumping, Parental Leave and Preschool**
  Shirley Entzminger
Special ANNOUNCEMENTS…

MITAC Events

- **2015 Car & Vehicle Show**
  
  Sunday, October 11, 2015
  10:00 AM – 2:00 PM
  Hayward Lot

- **MITAC and MITFCU**
  
  Harvest Dinner Dance
  Saturday, November 7, 2015
  6:30 PM – 11:00 PM
  Montvale Plaza
  Stoneham, MA
Thank you

If you are interested in joining the Working Group on Support Staff Issues please sign up online, http://wgssi.mit.edu/

Share your ideas, questions, comments, concerns: email co-conveners...

Shirley Entzminger & Ruth Levitsky, wgcc@mit.edu

Thank you for participating!
WORKING GROUP ON SUPPORT STAFF ISSUE

Thursday, November 12, 2015
11:45am – 1:00pm
34-401A (Grier Room A), 50 Vasser Street

AGENDA

11:45 AM  LUNCH

12:00 PM  Caterer Presentation: Cathy Rowe Desroches from “Wicked Catering”
http://www.awickedcaterer.com/

12:05pm  Anna Robinson (Work Life Representative) and Ronnie Mae Weiss (Program Manager Work-Life) will provide updates about MIT Work-Life Center

12:15pm  WGSSI Task Group Progress Reports by Committee Co-Chairs and Work Session

12:55pm  Announcements/Adjourn

Shirley Entzminger
Ruth Levitsky
2015-2016 Co-Conveners

Email: wgcc@mit.edu
WORKING GROUP ON SUPPORT STAFF ISSUES (WGSSI)

THURSDAY, NOVEMBER 12, 2015

LUNCH STARTS AT 11:45AM
12:00 PM

Wicked Catering
960 Massachusetts Avenue.
Cambridge, MA  02139
Phone: 617-442-2424
http://www.awickedcaterer.com/

Cathy Rowe Desroches
Catering Manager
12:05 PM

Anna Richardson
(Work Life Representative)

Ronnie Mae Weiss
(Program Manager, Work Life)

Updated information about MIT Work Life Center
12:15 PM – 12:30 PM

WGSSI-TASK GROUP WORK SESSION
12:30 PM

Progress reports presented by WGSSI Committee Co-Chairs

- **Archiving the History**
  Co-Chair *needed*

- **Artists Beyond the Desk**
  Shirley Entzminger, Barbara Keller

- **Civility and Respect at MIT**
  Gayle Sherman
Progress reports presented by WGSSI Committee Co-Chairs

- **Communications**
  Gracie Dorneus, Olga Parkin,

- **Craft Fair**
  Jean Belbin
Progress reports presented by WGSSI Committee Co-Chairs

- **Growing Green**
  
  Ruth Davis, Keeley Rafter
  
  Reuse/Recycle event
  
  3rd Thursday every month at Stata

- **Membership**
  
  Barbara Smith and Marcia Tench-Mora
Progress reports presented by WGSSI Committee Co-Chairs

- **Professional Development**
  Ruth Levitsky

- **Pumping, Parental Leave, Preschool**
  Shirley Entzminger, Christine Maglio
Announcements

**USED Book Fair**
Friday, November 13 & Monday, November 16
Memorial Lobby (Bldg. 10) and Bush Room (Bldg. 10-105)
9AM – 5PM

**WGSSI-Fall Craft Fair**
Thursday, December 3 & Friday, December 4, 2015
E25 - Atrium
9AM – 5PM

If you have any questions, please send email to wgcc@mit.edu
HAVE A “HAPPY THANKSGIVING DAY”
WORKING GROUP ON SUPPORT STAFF ISSUES

Thursday, December 10th, 2015

11:45am – 1:00pm

Marlar Lounge, Building 37, Room 252
(70 Vassar Street)

AGENDA

11:45 AM  LUNCH

11:55 AM  Presentation by Shannon Sweeney from "Plaza Catering"

12:00 PM  Therese Hendersen and Gayle Sherman
- Brief discussion about the 2016 MIT Quality of Life Survey

12:10 PM  Toni Robinson and Judi Segall
- Presentation about Conflict Management

12:55 PM  Updates from WGSSI-Co-Chairs, followed by special Announcements

1:00 PM  Adjourn

Merry Christmas

Shirley Entzminger
Ruth Levitsky
2015-2016 Co-Conveners  Email: wgcc@mit.edu
Working Group on Support Staff Issues (WGSSSI)

Thursday, December 10, 2015
Plaza Catering
301 Binney Street
Cambridge, MA 02142
Phone: 617-227-1333
Cell: 617-227-1334
http://www.plazacateringboston.com/

Shannon Sweeney
Vice President of Business Development
shannon@plazacateringboston.com
12:00 PM

Therese Henderson
and
Gayle Sherman

Discuss the 2016 MIT Quality of Life Survey
12:10pm
MIT OMBUDSPERSONS...

TONI ROBINSON
and

JUDI SEGALL

http://ombud.mit.edu/

Presentation about Conflict Management
12:55 PM

UPDATES from WGSSI Co-Chairs

- Archiving the History
  Judith Jacobs

- Artists Beyond the Desk
  Shirley Entzminger, Barbara Keller

- Civility and Respect at MIT
  Gayle Sherman
Cont’d UPDATES from WGSSI Co-Chairs

- **Communications**
  Gracie Dorneus, Olga Parkin,

- **Craft Fair**
  Jean Belbin, Lisa Morin

- **Working Green**
  Ruth Davis
Cont’d UPDATES from WGSSI Co-Chairs

- **Membership**
  
  Barbara Smith, Marcia Tench-Mora

- **Professional Development**
  
  Ruth Levitsky

- **Pumping, Parental Leave, Preschool**
  
  Shirley Entzminger, Christine Maglio
Announcements

- January 19, 2016
  12:00 PM – 1:30 PM
  Building 32, Room 144 (Stata)

  Sara Malconian, Assistant Director, Strategic Sourcing and Procurement will give a live demo of the system “Buy to Pay redesign.” (Email will go out in early January 2016.)

- Next Meeting, February 11, 2016 with Libby Mahaffy
  - Presentation on “Conflict Styles and Resolution”

If you have any questions please send email to wgcc@mit.edu
HAVE A WONDERFUL MERRY CHRISTMAS
MIT WORKING GROUP ON SUPPORT STAFF ISSUES
Meeting (WGSSI)

DATE: Thursday, February 11, 2016
TIME: 11:45 AM - 1:00 PM
LOCATION: Room 34-401 -- Grier Room A

AGENDA:

12:00 pm - Presentation from Melissa Fernandes from "Stone Hearth Pizza"
http://stonehearthpizza.com/

12:05 pm - Updates from WGSSI-Co-Chairs

12:15 pm - Libby Mahaffy, Assistant Director for Conflict Resolutions, Office of Student Citizenship
- Discussion about Conflict Styles/Resolutions

12:55 pm - Announcements

1:00 pm - Adjourn

Shirley Entzminger
2015-2016 Co-Convener

EMAIL: wgcc@mit.edu
Working Group on Support Staff Issues (WG SSI)

February 11, 2016
12:00PM

- Presentation from Melissa Fernandes from "Stone Hearth Pizza"
  
  [stonehearthpizza.com](http://stonehearthpizza.com)
  
  57 Leonard Street
  Belmont, MA
  617-484-1700
Working Group on Support Staff Issues

Ground Rules:

- Be respectful of others
- Honor time limits
- Participate by sharing your own opinions and experience
- Listen and consider the opinions of others
- Be willing to experiment with ideas and techniques presented
- Keep discussions focused
12:05 PM

- Updates from WG SSI Co-Chairs

  - Archiving the History
  - **Artists Beyond the Desk**
    Shirley Entzminger, Barbara Keller
  - **Civility and Respect at MIT**
    Gayle Sherman
Cont’d updates from WGSSI Co-Chairs

- **Communications**
  Gracie Domeus, Olga Parkin

- **Craft Fair**
  Jean Belbin, Lisa Morin

- **Working Green**
  Ruth Davis
Cont'd updates from WGSSI Co-Chairs

- **Membership**
  Barbara Smith, Marcia Tench-Mora

- **Professional Development**
  Ruth Levitsky

- **Pumping, Parental Leave, Preschool**
  Shirley Entzminger, Christine Maglio
12:15 PM

LIBBY MAHAFFY
Assistant Director for Conflict Resolutions
Office of Student Citizenship

Discussion about Conflict Styles/Resolution
12:55 PM

Announcements...

VP/HR Lorraine Goffe-Rush will be speaking sometime in May 2016; date to be confirmed.
(This will be a closed meeting to WG Members only.)

Sara Malconian will give another presentation on “Buy 2 Design” - date to be confirmed.

WGSSI will again participate in the “Careers Across MIT” on May 3rd from 12:00 Noon to 2:00 PM in Morse Hall.

Revised Spring 2016 Schedule will be sent out within the next week.

Any questions, please email wgcc@mit.edu
MIT WORKING GROUP ON SUPPORT STAFF ISSUES
Meeting (WGSSI)

DATE:    Thursday, April 14, 2016
TIME:    11:45 AM - 1:00 PM
LOCATION: Room 34-401 -- Grier Room A

AGENDA:

12:00 pm - Presentation from Jenny Willig from "Jules Catering"
            www.julescatering.com
12:05 pm - Updates from WGSSI-Co-Chairs
12:15 pm - Kelley Connors, Director, Compensation and HR Services
            - Discussion about "Compensation Initiative"
            http://hrweb.mit.edu/compensation/initiative
12:50 pm - Announcements
1:00 pm  - Adjourn

Shirley Entzminger       Michelle Miller
2015-2016 Co-Convener   Spring 2016 Co-Convener
EMAIL: wgcc@mit.edu
Working Group on Support Staff Issues (WGSSSI)

Thursday, April 14, 2016
12:00 PM – 12:05 PM

Jenny Willig

JULES CATERING

66 South Street
Somerville, MA  02143

617-628-5977

http://www.julescatering.com/
Working Group on Support Staff Issues
Ground Rules:

- Be respectful of others
- Honor time limits
- Participate by sharing your own opinions and experience
- Listen and consider the opinions of others
- Be willing to experiment with ideas and techniques presented
- Keep discussions focused
Special Announcement from...

ANDREW TIVNAN
12:05 PM

- Updates from WGSSI Co-Chairs
  - Archiving the History
  - Artists Beyond the Desk
    Shirley Entzminger, Barbara Keller
  - Civility and Respect at MIT
    Gayle Sherman
Cont’d updates from WGSSI Co-Chairs

- **Communications**
  Gracie Dorneus, Olga Parkin

- **Craft Fair**
  Jean Belbin, Lisa Morin

- **Membership**
  Barbara Smith
Cont’d updates from WGSSI Co-Chairs

- Professional Development
  Ruth Levitsky

- Pumping, Parental Leave, Preschool
  Shirley Entzminger, Christine Maglio

- Working Green
  Ruth Davis, Meagan Riley
12:15 PM

KELLEY CONNORS
Director, Compensation and HR Services
Human Resources

Discussion about “Compensation Initiative”

http://hrweb.mit.edu/compensation/initiative
Announcements

MARK YOUR CALENDAR...

2016 All-MIT Diversity Forum
Friday, April 29, 2016
8:30 AM – 5:30 PM
Kresge Auditorium & Samberg Conference Center-E52
http://hrweb.mit.edu/diversity/forum

Careers Across MIT 2016
Networking Event for MIT Staff
Tuesday, May 3, 2016
12:00 PM - 2:00 PM
Morss Hall at Walker Memorial
Announcements

Ice Cream Social

sponsored by…

Artists Beyond the Desk (ABD) and

Membership Task Groups

Date/Time/Location: TBA
The last two WGSSI meetings will be in May 2016

- **Thursday, May 12, 2016**
  
  WGSSI Committee Presentations – Potential Recruitment

- **Wednesday, May 18, 2016**
  
  VP/HR, Lorraine Goffe-Rush

  (This will be a **CLOSED** meeting to WGSSI members ONLY.)

Please email [wgcc@mit.edu](mailto:wgcc@mit.edu) if you have any questions.
MIT WORKING GROUP ON SUPPORT STAFF ISSUES

Meeting

DATE: Wednesday, May 18, 2016
TIME: 11:45 AM - 1:00 PM
LOCATION: Room 37-252 – Marlar Lounge

AGENDA:

12:00 pm - Presentation from Josh, Catering Manager from "Dave's Fresh Pasta"
http://www.davesfreshpasta.com/

12:05 pm - Working Group on Support Staff Issues Ground Rules

12:10 pm - Subcommittee Updates

12:15 pm - Lorraine Goffe-Rush, Vice President/Human Resources and
Lianne Shields, Facilities HR Manager/HR Officer

12:50 pm - Announcements

1:00 pm - Adjourn

Shirley Entzminger  Michelle Miller
2015-2016 Co-Convener  Spring 2016 Co-Convener  EMAIL: wgcc@mit.edu
Dave’s Fresh Pasta
81 Holland Street
Davis Square
Somerville, MA 02144
http://www.sensationalfoods.com/

Josh
617-623-0867
info@davesfreshpasta.com
Working Group on Support Staff Issues Ground Rules:

- Be respectful of others
- Honor time limits
- Participate by sharing your own opinions and experience
- Listen and consider the opinions of others
- Be willing to experiment with ideas and techniques presented
- Keep discussions focused
Subcommittee Updates
12:10 – 12:15

- Archiving the History
- Artist Beyond the Desk
- Civility and Respect at MIT
- Communications
- Crafts
- Membership
- Professional Development
- Pumping, Preschool, and Parental Leave
- Working Green
Guest Speakers:
12:15 PM – 12:45 PM

Lorraine Goffe-Rush
Vice President, Human Resources

Lianne Shields
Facilities HR Manager/HR Officer
ANNOUNCEMENTS

WGSSI End-of-Year meeting
Friday, June 24, 2016
MIT-Endicott House
9:00 AM – 4:00 PM

Email WGCC@mit.edu if you have any questions
Objectives:

To further develop our respective subcommittee work and explore next steps together.
To further our professional connections and gather input and thinking ahead.
Enjoy a fun and productive day.

**AGENDA:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am</td>
<td>Board shuttle unless you are driving your car to the Endicott House</td>
<td>MIT transportation</td>
<td>Beside Stata –Bldg. 32 –on the corner of Vassar Street &amp; Main Street</td>
</tr>
<tr>
<td>8:30 (8:35) am</td>
<td>Shuttle arrives</td>
<td>Everyone</td>
<td>MIT- Endicott House</td>
</tr>
<tr>
<td>8:15 – 9:00 am</td>
<td>Registration</td>
<td>Everyone</td>
<td>1st Floor Foyer</td>
</tr>
<tr>
<td>8:15 – 9:00 am</td>
<td>Coffee and Breakfast</td>
<td>Everyone</td>
<td></td>
</tr>
<tr>
<td>9:05 – 9:15 am</td>
<td>Welcome, Introductions/Agenda</td>
<td>Co-Conveners</td>
<td>Living Room</td>
</tr>
<tr>
<td>9:15 -9:20 am</td>
<td>Opening Remarks</td>
<td>Michelle Carmichael Co-Conveners</td>
<td>Living Room</td>
</tr>
<tr>
<td>9:20 -9:30 am</td>
<td>Leadership and By-Laws</td>
<td>Co-Conveners</td>
<td>Living Room</td>
</tr>
<tr>
<td>9:30 – 10:30 am</td>
<td>Time Management Workshop</td>
<td>Scott Rolph, Organization Development Consultant, HR</td>
<td>Living Room</td>
</tr>
<tr>
<td>10:30 -10:40 am</td>
<td>COFFEE BREAK</td>
<td>Everyone</td>
<td></td>
</tr>
<tr>
<td>10:40 -11:40 am</td>
<td>Time Management Workshop</td>
<td>Scott Rolph, Organization Development Consultant, HR</td>
<td>Living Room</td>
</tr>
<tr>
<td>11:40 -11:55 am</td>
<td>Group Photo</td>
<td>Everyone</td>
<td>Stairwell or in front of Endicott House</td>
</tr>
<tr>
<td>12:00 – 1:00 pm</td>
<td>LUNCH BUFFET</td>
<td>Everyone</td>
<td>Dining Room – Main House</td>
</tr>
<tr>
<td>1:05 -1:45 pm</td>
<td>Garden Tour or wander the grounds of Endicott House</td>
<td>Everyone</td>
<td>Meet in Lobby area at Endicott House</td>
</tr>
<tr>
<td>1:45 – 2:15 pm</td>
<td>Awards &amp; Presentation</td>
<td>Co-Conveners</td>
<td>Living Room</td>
</tr>
<tr>
<td>2:15 – 2:45 pm</td>
<td>Subcommittee work: Scope statement for next year; emphasize 1 or maybe 2 goals</td>
<td></td>
<td>Living Room</td>
</tr>
<tr>
<td>2:45 – 2:55 pm</td>
<td>COFFEE BREAK</td>
<td>Everyone</td>
<td></td>
</tr>
<tr>
<td>2:55 – 3:15 pm</td>
<td>Small group reports</td>
<td>Each group report about their scope statement or plans for the next year</td>
<td>Living Room</td>
</tr>
<tr>
<td>3:15 -3:20 pm</td>
<td>Announcements</td>
<td>Shirley Entzminger</td>
<td>Living Room</td>
</tr>
<tr>
<td>3:20 - 3:30 pm</td>
<td>Thinking Ahead</td>
<td>Michelle Miller</td>
<td>Living Room</td>
</tr>
<tr>
<td>3:30 – 3:55 pm</td>
<td>Networking and Ice Cream Social</td>
<td>Everyone</td>
<td>Living Room</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>Transportation back to MIT</td>
<td>Those riding the shuttle</td>
<td>Meet outside Main Entrance of Endicott House</td>
</tr>
</tbody>
</table>
WGSSI

Sub-Committee’s
End-of-Year Reports

2015-2016
ABD End-of-Year Report
2015-2016
YEAR END REPORT FY 2016

Current Committee Members:

Co-Chairs
Shirley Entzminger, Co-Chair and Visual Arts Director
Barbara Keller, Co-Chair

Committee Members
Deborah Davies
Gracie Dorneus, Web Designer, Graphic Arts Director and Public Relations Director
James Eggleston – Web-Master
Joseph Hankins – Performing Arts Director
Graham Haskin – Graphic Artist
Joanne MacIver
Karen Semerjian, Financial Coordinator

New Members

Meetings

ABD had one meeting during Fall15 and two meetings during Spring 2016. We share a DropBox for all of the updates, and scheduled events.

Mission:

The primary mission of the MIT Artists Beyond the Desk Committee is to seek out and provide a venue to spotlight the many talented community members who often sit invisibly “behind the desk” at MIT.

Ongoing Goals:

Offer opportunities to support staff and staff of the MIT unique venues to enjoy and appreciate the talents of their fellow community members, through the MIT ABD events.
Provide a year round schedule of programs at Killian Hall and MIT-Chapel W15), as well as smaller venues of visual arts exhibits, theater performances, and informal events throughout the year.

Showcase the artistic talents of support staff and other community members at MIT, Lincoln Labs, and Bates Accelerator, by providing effective publicity and event logistical support.

Maintain a strong, organized, efficient ABD Committee structure and self-perpetuating ABD Program staffed by a diverse group of volunteers from the MIT Community.

Support "Friends of ABD" events with publicity, advice, and encouragement to create art at MIT!

**Highlight of the Year**

MIT Excellence Award Ceremony displaying ABD Visual Artwork from members of the MIT Community and MIT-Lincoln Lab, March 2015.

Ice Cream social event in the Student Center (W20), hoping to attract students to join the list of Artists. Fifteen people signed up.

**Current Projects**

Continue to reach out and spread the words to groups at Lincoln Lab, Whitehead Institute, Koch, and some of the student groups on campus.

**Funding:**

Based on the ABD committee's past performance and use of CAMIT granted funds in 2000-04, the executive committee for Council for the Arts at MIT voted to make the Artists Beyond the Desk Program an annual line item in their budget.

ABD also relies on the generosity of many departments and people within the MIT community. They offer to donate their time, materials and support, which makes it possible to showcase many community members in their preferred art form.

The FY '15/16 Cash Funding.

**FY '15/16**

Total in funds received $ 7,500.00 -- (received June, 2016 FY ’16-17)

**Gifts-in-Kind:**

Music Department waive space rental in Killian Hall for all of ABD’s Concerts.
Campus Activities Complex waive space rental charge in the MIT Chapel for Fall 2015 and Spring 2016 for the Meridian Singers performances

Campus Activities Complex charged a discount rate of $80.00 per performance in the MIT Chapel, and for rehearsal space in W20 (Student Center).

Human Resources generously donated the cost of postcards and brochures for the MIT Excellence Award Ceremony displaying ABD Visual Artwork

CopyTech provides “FREE” digital display of all ABD Events. (Each display per day cost $35.00 to be shown throughout the campus.)

**Expenses:**

ABD advertised each event separately this academic year, since some artists prefer not to be advertised – just announced via e-mail. The majority of the already funds covered publicity, mail, posters and audio visual equipment for the 2015/2016 events, with a minimal amount going towards artist amenities.

<table>
<thead>
<tr>
<th>FY’15/16</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Visual:</td>
<td>$4,176.25</td>
</tr>
<tr>
<td>Materials &amp; Services (Victor Belanger) tuning the piano</td>
<td>$ 375.00</td>
</tr>
<tr>
<td>CopyTech</td>
<td>$1,139.52</td>
</tr>
<tr>
<td>Meetings-Food &amp; Beverages:</td>
<td>$ 316.20</td>
</tr>
<tr>
<td>Visitor Parking:</td>
<td>$ 336.00</td>
</tr>
<tr>
<td>Campus Activities Complex:</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Entertainment &amp; Promotions Supplies (Excellence Awards)</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Kendall Flowers</td>
<td>$ 885.00</td>
</tr>
<tr>
<td>S&amp;S Catering</td>
<td>$ 449.10</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Recreation Related Expenses (Rachel Maillet)</td>
<td>$ 659.75</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>$8,336.82</td>
</tr>
</tbody>
</table>

**Blanket PO’s commitment listings for:**

Kendall Flowers - $550.00 -- Purchase Order #5510063493  
S&S Catering - $600.00 -- Purchase Order #5510063492

**Accomplishments:**

From July 1, 2015, through May 26, 2016, between 15 to 35+ members of the MIT community and Lincoln Lab have shared their artistic talents with colleagues, students, faculty, and the public in 10 separate events. The majority of these talented people were support staff, staff and technical assistant and -- employees joined by administrative staff, faculty members, and students. Since 1987, ABD has evolved from an intermittent program that would occur over a two week period every three years, to a program that has multiple series of events during each year encompassing the visual, performing, literary and theater arts.
Website:

Our web site, http://web.mit.edu/abd/, continues to be a crucial tool to manage inquiries, identify interest, create event schedules, and identify the pool of talent from the MIT community.

Community Support/Sponsorship:

ABD continues to reach out to the entire MIT Community, including the following:

1. **The MIT’s Excellence Awards** Committee in March 2016, providing Visual Art display in the lobby of the Kresge Auditorium.
2. **The MIT Meridian Singers** in January and April 2016– MIT Chapel

Event planners, various departments at MIT, Human Resources and the Endicott House actively seek out ABD as a reliable resource for entertainment and art.

FY 2016-2017: (Projections)

Work in process (approximately 14 - 16 events will be planned between 9/01/16 and 6/30/17
1. 2016-17-- Fall and Spring Performing Arts Series in Killian Hall
2. 2016-17-- Fall and Winter Literary Art Events in Killian Hall
3. 2016-17-- Fall Meridian Singers annual event in MIT’s Chapel
4. 2016-20167– IAP – ABD mini Concert in either Killian Hall or Little Kresge Auditorium
5. 2016-2017 MIT-Excellence Awards in spring
6. Ongoing efforts to support and sustain ABD Program
   • Fundraising (Hard cash and gifts in kind)
   • Membership drives (ABD Committee volunteers and ABD artistic members)
   • Ice Cream Social

Other endeavors/suggested projects that ABD members wish to recruit new artists:

1. ABD is looking to recruit…
   a) DJs
   b) Comediennes
   c) Dancers (tap, jazz and ballroom dancers)
   d) Rappers
   e) Magicians
   f) Jugglers

2. Invite impresario entertainers or artist to campus to candidly share their gifts, suggestions, talents – relaxed atmosphere – no pressure to perform but an opportunity to enjoy what MIT has to offer.
Supporters:

Special thanks go to this unique group of volunteers who choose to spend their personal time to provide artists who work at MIT with an expressive outlet.

In addition, we would like to thank the Working Group on Support Staff Issues (WGSSI) for continued guidance and support, and gratefully acknowledge the generous funding from the Council for the Arts at MIT.

Support from MIT-Department of Human Resources, Enterprise Services, Steve Diamond and the Copy Technology Centers; Clarise Snyder – Concert Director, Music and Theater Arts Section of the School of Humanities; MIT Audio/Visual Services; Campus Activities Complex and MIT Council for the Arts.....these are the MIT family members that make it all possible.

Proudly submitted by:

Co-Chairs – 2015-2016 – Artists Beyond the Desk
Shirley Entzminger
Barbara Keller
Artists Beyond the Desk 2015-2016 Schedule

Past Performances - Fall 2015 - Spring 2016

Fri., Oct. 9 at noon • Killian Hall (14W-111)

Daniel Evans Pritchard

Daniel Evans Pritchard is a poet, translator, and critic whose work has appeared in *Little Star, Rain Taxi, Fulcrum, Battersea Review, The Buenos Aires Review, The Quarterly Conversation*, and elsewhere. He is the founding editor of *The Critical Flame*, an online journal of long-form criticism and literary nonfiction, as well as board member at VIDA: Women in Literary Arts and an advisor to the Boston literary journal *AGNI*.

Fri., Oct. 23 at noon • Killian Hall (14W-111)

Kelly Hopkins, soprano
Yukiko Ueno Egozy, piano

Kelly A. Hopkins, *soprano*, is a graduate of the voice program at Boston University. She has been reviewed as, “outstanding” by Joel Schwindt of the *Boston Musical Intelligencer*. He went on to say, “Kelly Hopkins, whose rendition of “Ich folge dir/I follow you” (a proclamation of the believer’s faithfulness) displayed not only her vocal power and agility, but also an impressive amount of endurance, as she skillfully navigated Bach’s long-breathed vocal lines.”

Ms. Hopkins is a former student of *S. Mark Aliapoulis* and *Robert Honeysucker*. She has been a soloist and featured performer with The Back Bay Chorale, The Providence Singers, The Seraphim Singers, in the Music at Mission concert series, Marsh Chapel Music, Philovox, The Boston Bach
Ensemble, Ensemble St. Germain, Trinity Church Copley Square, and many other groups.

She has been a featured soloist in debuts of new works by composers such as James Yannatos, Julian Wachner, Graham Ramsay, Avner Dorman, and Elliott Gyger. Ms. Hopkins has been heard in the greater Boston area as a soloist in works such as the Fauré Requiem, Handel’s Messiah, Bach St. John Passion and Jesu Meine Freude, Poulenc Mass in G, Britten Rejoice in the Lamb, Pärt Magnificat, and sundry other works.

Ms. Hopkins sings regularly in churches and houses of worship all over the greater Boston area including The Basilica of Our Lady of Perpetual Help (Mission Church), Mission Hill; Church of Our Saviour, Longwood; St. Paul Parish, Harvard Sq.; St. Peter’s Episcopal, Central Square; St. Charles Borromeo, Waltham, MA, Trinity Episcopal, Newton, MA; and King’s Chapel.

Yukiko Ueno Egozy is a Boston-based pianist and teacher. She has served as the pianist of the Handel & Haydn Society Vocal Quartet, which presents interactive lecture-concerts to urban school districts. In 2014-15 she was a Visiting Artist at the MIT, where she taught piano students in the Emerson Program. Yukiko currently teaches at her studio in Brookline. As an accompanist, Yukiko performs regularly for instrumental and vocal recitals at schools and universities in the metropolitan Boston area.

Yukiko graduated from Columbia University with a Bachelor’s Degree and from MIT with a Master’s Degree in Biology. While at MIT, she performed recitals as part of the Advanced Music Performance (now Emerson) Program. She holds a Master’s degree in Collaborative Piano from New England Conservatory.
Yukiko’s teachers include Irma Vallecillo, Kayo Iwama and David Deveau.

Fri., Nov. 6 at noon • Killian Hall (14W-111)

Peter Allen

On piano and vocals, Peter will perform his program, WHOLLY WORD: Selections from the King James Holy Bible set word for word to original music. Peter's program will include selections from the Psalms, the Proverbs, the Prophets, the Gospels, and the Epistles.

Fri., Nov. 20 at noon • Killian Hall (14W-111)

Andy Bohachewsky on piano

Andy Bohachewsky plays jazz piano, original compositions as well as standards

Fri., Dec. 11 at 12 noon • Killian Hall (14W-111)

Stephanie Gayle reading

Stephanie Gayle is the author of Idyll Threats (Seventh Street Books) and My Summer of Southern Discomfort (HarperCollins). Her short fiction and non-fiction have appeared in Kenyon Review Online, The Potomac Review, Punchnel's,
and several other publications. She’s twice been nominated for a Pushcart Prize.

Her most recent book, *Idyll Threats*, earned a starred review from *Library Journal*. *Killer Nashville* says of it: “Stephanie Gayle delivers a tight story that is part police procedural and part traditional mystery that keeps you guessing to the very end. It is also a fast-paced jaunt that never lags and paints a believable picture behind the charming and sometimes complicated facade of small town life.”

Stephanie will discuss launching a mystery series and she’ll read from *Idyll Threats*. Books will be available for sale.

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**Wed., Dec. 16 at 12 noon • MIT Chapel (W15)**

**Tue., Jan. 12 at 6 pm • MIT Chapel (W15)**

CONCERT : Meridian Singers

Music of Orlando di Lasso: The Cosmopolitan Polyglot Meridian Singers is an *a cappella* chorus open to all in the MIT community. Our repertoire includes music from the classical literature, from early to contemporary pieces, and from various countries and cultures. The group rehearses on Tuesdays at the noon hour, hence the name “Meridian.”

Amanda Casale is an active versatile musical theatre performer throughout the northern New England area. She recently performed the role of Wendla Bergman in Spring Awakening at the Eastern Massachusetts ACT State Festival Competition, which earned eight Festival awards including Best Ensemble and Best Production. The production then moved to the 2015 New England Regional Festival, where the cast and crew again took home the Best Ensemble award and placed Runner-Up for Best New England Regional Production. She also sang the role of Jo March in Little Women: the Musical both in October 2014 and February 2015. No stranger to playing roles multiple times, Amanda has also reprised the roles of Catherine Hiatt in The Last Five Years and Lily St. Regis in Annie. She has performed in nearly 25 productions since 2010, and was named one of Pulse Magazine's 13 People to Watch in 2013. Other favorite roles include Louise in Gypsy and Madeleine Astor in Titanic: the Musical.

Amanda performs regularly with local cabarets, and is half of the musical cabaret duo "Amanda and Eric: Eric and Amanda". She is also regularly involved in Spartan Races, fit modeling, sketch art, and sound engineering and design. In 2014 she won the EMACT Festival award for Best Sound Design for her backing tracks in Spring Awakening, and there is little she enjoys more than getting to listen to other vocalists for extended periods of time. Amanda graduated from Tufts University with a BS in Biological & Chemical Engineering and Mathematics, and in 2014 earned her Masters in Statistics from Harvard University. She works for the Massachusetts Institute of Technology by
day, and at night is the Operations Manager for the Flyleaf Theater Company in addition to dabbling in all things theatre.

**Ryan O’Reilly** first appeared on stage at age 8 at his public library, dressed as a rabbit, wearing ears made of construction paper and cotton balls. Since then, Ryan has leveraged his creativity in developing his performance skills, allowing for a variety of opportunities to perform across the Northeast.

While earning his B.A. in English Literature and Rhetoric, Professional Writing from the University of Hartford, Ryan toured college campuses, performing as a founding member of the ICCA award-winning a cappella group, Mouth Noise. The experience balancing performances and schoolwork taught Ryan the value of prioritizing artistic and creative outlets in his life.

In the last year, while working as a proposal writer at a Boston based software company, Ryan has enjoyed performing in multiple theater productions. Roles include Georg in 2015 New England Regional Festival award winning Spring Awakening, Jess/Cutter in See Rock City & Other Destinations at Flyleaf Theater Company, and Jamie in The Last 5 Years with Lexington Players.
2016 IAP and SPRING Performance Dates

**Tue., Jan. 12 at 6 pm • MIT Chapel (W15)**

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**Wednesday, Feb. 10 at noon • Killian Hall (14W-111)**

**Ryan Kendall, singer-songwriter, on electric/acoustic guitar**

Ryan Kendall is a singer/songwriter who emphasizes meaningful, poignant lyrics throughout his music, which he has been crafting and honing since 2009. He holds the opinion that songs are capable of generating an otherwise unachievable level of understanding through the combination of music's universal language with linguistic comprehension and poetry. He wants to take advantage of this power to promote positive messages and evoke empathy, connectivity, and awareness.

Hilltop Sunset is the name Ryan likes to use for his musical endeavors, which first began as an additional aspect of a novel he is working on; the idea was to have a book that tells a story from one character's
perspective, an album of music that tells a simultaneous story from another character's perspective, and a second book that concludes the two stories. He still hopes to accomplish this someday, but has since been caught up in life and finds too much inspiration in daily living to ignore, which is why the vast majority of his songs are intensely personal.

Besides writing and performing original music, Ryan likes to flex his creative muscles in several other ways. He has acted all around Massachusetts since his high school years and will probably continue acting whenever possible. He also enjoys writing blog posts and informal essays, and is working on editing a novel. Besides that, he has many years of experience as an illustrator and was attending Maine College of Art for two years before shifting gears over to Lesley University where he eventually graduated with a BA in English and Creative Writing.

Thursday, Feb. 25 at noon • Killian Hall (14W-111)

**Stephanie Kohler, reading her poetry**

Stephanie spent most of her life in the New Jersey suburbs outside of Philadelphia and relocated to the Boston area this past year. Her memories of home, especially of her many childhood adventures exploring the woods on the Delaware River, often serve as inspiration for her writing. She studied English and Writing Arts at Rowan University, where she worked as a writing tutor to her peers, served as poetry editor for the literary magazine Glassworks, and published several of her poems. Though she considers writing a hobby, Stephanie often reads at open-mics and is always looking for
opportunities to become more involved in the writing community.

Thursday., Mar. 10 at noon • Killian Hall (14W-111)

Eric Grunwald, reading

Eric Grunwald is a lecturer in the English Language Studies group in the department of Global Languages and Studies. He has taught at Boston University and Suffolk University and before that was managing editor of the literary journal Agni. His fiction, translations, and reviews have appeared in Prick of the Spindle, Partisan Review, Spoiled Ink, The MacGuffin, Two Lines, The Boston Sunday Globe, The San Francisco Chronicle, and elsewhere. He is currently at work on a collection of short stories.

Thursday., Mar. 24 at noon • Killian Hall (14W-111)

Ryan Kendall, singer-songwriter, on electric/acoustic guitar

Ryan Kendall is a singer/songwriter who emphasizes meaningful, poignant lyrics throughout his music, which he has been crafting and honing since 2009. He holds the opinion that songs are capable of generating an otherwise unachievable level of understanding through the combination of music's universal language with linguistic comprehension and poetry. He wants to take advantage of this power to promote positive
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Thursday., Apr. 14 at noon • Killian Hall (14W-111)

**Kimberly Hula** - reading (very) short stories

Kimberly Hula is a Boston-based writer who specializes in deeply developed characters and rich sensory experiences that explore the self as an individual and the self as part of a larger community. Her writing has been featured in The Chicago Tribune and WGN Chicago News as part of her "Year of 52 Adventures" campaign, a blog in which she challenged herself, friends, and strangers, to commit to a new adventure every week for one year and write about it (her personal challenges included a trapeze act, skydiving, an icy plunge into Lake Michigan, and a public performance of her poetry). Kimberly grew up in Chicago, Illinois, and graduated from the University of Missouri with a BA in English Comparative Literature/Creative Writing and Sociology. Her careers have included congressional campaign staffer, Disneyworld ride operator, and English teacher in Japan. Currently, she works at MIT as a Fiscal Officer while also pursuing her Masters of Social Work at Boston University (Spring, 2017), with a focus on narrative family therapy. She is currently at work on her first novel, Middle Match.

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Tue., April 19 at 1 pm • MIT Chapel (W15)

**CONCERT : Meridian Singers**

*Stylus Fantasticus; Music of J.S. Bach and his circle*

Special organ performance by Meridian Singers’ Music Director, Todd Beckham
Meridian Singers is an *a cappella* chorus open to all in the MIT community. Our repertoire includes music from the classical literature, from early to contemporary pieces, and from various countries and cultures. The group rehearses on Tuesdays at the noon hour, hence the name “Meridian.”


**Thursday., Apr. 28 at noon • Killian Hall (14W-111)**

**The Trapelo Winds**, will perform a mix of classical and popular music.

Laura Wilkins, flute  
Lisa Putukian, oboe  
Shu Satoh, bassoon  
Jeff Stewart, french horn  
Georgiana McReynolds, clarinet

**Thursday., May. 26 at noon • Killian Hall (14W-111)**

*tick, tick...BOOM!* -concert version- with Amanda Casale, Ryan O'Reilly, and Joshua Wright

**Amanda Casale** is an active versatile musical theatre performer throughout the northern New England area. She recently performed the role of Wendla Bergman in *Spring Awakening* at the Eastern Massachusetts ACT State Festival Competition, which earned eight Festival awards including Best Ensemble and Best Production. The production then moved to the 2015 New England Regional Festival, where the cast and crew again took home the Best Ensemble award and placed Runner-Up for Best New England Regional Production. She also sang the role of Jo
March in Little Women: the Musical both in October 2014 and February 2015. No stranger to playing roles multiple times, Amanda has also reprised the roles of Catherine Hiatt in The Last Five Years and Lily St. Regis in Annie. She has performed in nearly 30 productions since 2010, and was named one of Pulse Magazine's 13 People to Watch in 2013. Other favorite roles include Louise in Gypsy and Madeleine Astor in Titanic: the Musical.

Amanda performs regularly with local cabarets, and is half of the musical cabaret duo "Amanda and Eric: Eric and Amanda". She received a 2015 ArtsImpulse Award nomination for Best Solo or Cabaret Performance for the Sing Out! cabaret series at Club Cafe in Boston. She is also regularly involved in Spartan Races, fit modeling, sketch art, and sound engineering and design. In 2014 she won the EMACT Festival award for Best Sound Design for her backing tracks in Spring Awakening, and there is little she enjoys more than getting to listen to other vocalists for extended periods of time. Amanda graduated from Tufts University with a BS in Biological & Chemical Engineering and Mathematics, and in 2014 earned her Masters in Statistics from Harvard University. She works for the Massachusetts Institute of Technology by day, and at night is the Operations Manager for the Flyleaf Theater Company in addition to dabbling in all things theatre.

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campuses, performing as a founding member of the ICCA award-winning a cappella group, Mouth Noise. The experience balancing performances and schoolwork taught Ryan the value of prioritizing artistic and creative outlets in his life.

In the last year, while working as a proposal writer at a Boston based software company, Ryan has enjoyed performing in multiple theater productions. Roles include Georg in 2015 New England Regional Festival award-winning Spring Awakening, Jess/Cutter in See Rock City & Other Destinations at Flyleaf Theater Company, and Jamie in The Last 5 Years at Lexington Players.

Joshua Wright is excited to return to tick, tick...BOOM!, with some great friends, after having performed in the Houston area premiere many years ago. Josh has performed professionally for over 13 years in New York, Texas, and Connecticut. Most recent Massachusetts credits include: Flyleaf Theater—See Rock City & Other Destinations (Evan/Rick), Ordinary Days (Warren), The Fantasticks (The Mute), The 39 Steps (Clown); Woodland Theater Company—Titanic (Harold Bride—ArtsImpulse Nomination), Sweeney Todd: In Concert (Tobias), West Side Story (A-Rab), Les Miserables (Thernadier), Into the Woods (Baker) and Guys and Dolls (Nathan Detroit). His New York credits include Periwinkle National Theater’s Halfway There (Barry, Mime u/s), York Theater’s Maybe One Day (staged reading) and at NYU: Die Fledermaus (Frank), Sweeney Todd (Judge Turpin), The Fix (Graham Chandler), Hotel for Criminals (Judex), Fiorello!, Fiddler on the Roof, and Love’s Fire (Red and Painter). At Connecticut Repertory Theater he was seen in My Fair Lady (with Terrance Mann) and played Mark in Rent. Some favorite roles include: Theater LaB, Houston: tick, tick...BOOM! (Jon), China: The Whole Enchilada (Eric),
Gutenberg: The Musical! (Doug), and I Sing! (Alan); Masquerade Theater: Once Upon a Mattress (Jester), A New Brain (Minister), and The Wild Party (Max). Josh is also a professional stage manager (The Bus—off-Broadway and tour and Altar Boyz at TriArts Sharon Playhouse). He received his Masters of Music in Vocal Performance from NYU Steinhardt and BA in Theater from University of Houston. By day he is the office manager and a piano/voice/theater teacher at Jammin' With You! in Wellesley. Josh can be seen next in Open Door Theater's April production of Peter Pan as Smee.

ABD is a subcommittee of the Working Group on Support Staff Issues (WGSSI), and is funded in part by WGSSI, the Council for the Arts at MIT and MIT Human Resources.

We'd like to thank MIT Audio Visual Services and CopyTech for their generous support.
WGSSI Committee

on

CIVILITY AND RESPECT AT MIT
WGSSI Committee on Civility & Respect at MIT

2015-2016

End of Year Report

Submitted June 21, 2016

1. Current Committee Members

Shirley Entzminger, Therese Henderson, Barbara Keller, Beth Klein, Claudia LaBollita-James, Ruth Levitsky, Joanne McHugh, Gayle Sherman

2. Co-Chair(s)

Beth Klein and Gayle Sherman

3. Meetings

The committee met three times this academic year, and exchanged emails and ideas frequently to share opportunities for exploring issues of civility, respect, and inclusion on campus and elsewhere. Members from 2014-2015 who did not participate in meetings or email exchanges were removed from the committee after they did not respond when asked to state their intention to remain on the committee.

All meetings took place in the One Community Room, with brown bag lunch and networking preceding the committee meeting, from 1:30-2:30pm.

Nov 6: At this first meeting of the year members talked about the 2016 Quality of Life survey, the upcoming diversity summit, Community Conversations and the MIT Compact, and a potential event for the spring.

Feb 4: Plans for the Feb. 26 celebration of WGSSI leadership, and solicited feedback on the Diversity Forum program while in the planning stages. Also discussed some of the questions in the Quality of Life Survey that had been released on January 14, the amount of time it took to complete the survey, and that, importantly, the VP HR had sent an encouraging email to encourage all staff to complete the survey.

April 6: Discussed (1) the unconscious bias training (2) RAK Week; (3) the 2016 All-MIT Diversity Forum schedule and volunteer opportunities; (4) membership roster; (5) outreach.
4. Current Projects

- Web page of resources on civility & respect on the new WGSSI website:
  - Articles
    - Current timely articles, e.g., Jelani Cobb’s New Yorker pieces and other articles from the New York Times and Atlantic Monthly
    - Results from literature search on civility & respect in universities
    - Selected articles, as individual downloadable pdfs
  - Education and online learning opportunities
    - Skillsoft classes
    - edX classes
    - MITAAP program
    - CEO, MLK Scholar events, ERG and other events on campus that pertain to civility and respect – to keep an archive also of important conversations, to know when it may be good to revisit certain topics.
  - People at MIT who can help
    - Mediation
    - HR – links to HRO page
    - Ombuds
    - CEO
  - Humor

- Wiki: WG Civility & Respect at MIT was set up in 2015 but content has not been added. It is hoped that this tool will prove useful to committee members as we continue to explore these issues on campus, and also provide a historical record of our efforts.

- Producing and distributing a postcard to all support staff, in partnership with the CEO for a community outreach activity. There has been verbal agreement by Prof. Bertschinger to fund this project. Support staff would be encouraged to display the postcard on their office doors, in similar fashion to the MindHeartHand one this year, and the LGBT postcard communications project nearly a decade ago. This project has been tabled in favor of other initiatives.

- Review data generated by the 2016 Quality of Life survey to learn more about workplace trends and issues affecting our colleagues across the Institute.
  - Would like to support a student researcher to explore support staff results.

- Explore themes and speakers, for coordinating an event for support staff. The event would raise awareness of these issues of Civility & Respect across campus, in partnership with HR and CEO.
  - “Pay it Forward” was discussed in 2015 for an annual spring activity. Bystander training is another popular topic.
There was a Sloan/ICEO waitlisted event on “Speak Up” in early April that was attended by more than 100 people, indicating a great interest in this topic.

MaryAnn Kirkbride at MIT Medical had offered a program to HR on “trigger words” and micro-aggressions, and this topic could also be of great interest to support staff given their work with students. Back in 2014, an ABAC ERG session on micro-aggressions was oversubscribed.

- Participate in programs and communications with the ICEO, Work/Life, and ERGs and other groups. Attend events, initiate conversations, share information, and explore strategies to overcome challenges and to support a more caring community. Networking, sharing information from workshops and events sponsored by the Institute Community and Equity Office is a positive outcome from this committee.
  - Three members of the committee attended this event and were able to talk about the presentation, and also what we learned at the three table discussions.

- Involvement with the 2017 Diversity Forum (should there be one held next year).

5. Expenses

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<td>Feb. 26 celebration of WGSSI leadership expenses include food/beverage/paper goods/balloons/flowers_gifts</td>
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6. Mission

WGSSI members support excellence in academia, research, industry and service. MIT's values and principles guide our actions, and we stand unified with President Reif in support of commitments, as detailed in his inaugural address, to "meritocracy, integrity, and excellence; to be actively caring and respectful; and to always take the high road." The committee would like to help craft solutions toward President Reif’s vision of "Respect, Sympathy, Humility, Compassion, Integrity." The committee would explore identifying workplace inequities and best management practices for transforming work environments. With a more clear understanding of the challenges at MIT, we hope to collectively and collaboratively develop robust suggestions for broad-based and targeted solutions. We are hoping that a report of these data may
help in allocation of enough resources for effective solutions. This committee will contribute to a more civil and respectful work environment to embrace President Reif's vision of "One Community."

7. Highlight(s) of the Year

Co-chair
There were several highlights this year – including first and foremost the welcoming of Beth Klein as co-convener of the committee!

Activities and events are listed chronologically.

ICEO luncheon workshop facilitator
Co-chair asked by Prof. Bertschinger to facilitate discussion at an ICEO luncheon workshop led by Eve Sullivan on September 1, 2015. Included training and facilitating on “How To Tell Somebody Something They’d Rather Not Hear.”

White socks collection
This was a community service outreach activity – at the opening meeting of the WGSSI on September 10, 2015, the committee presented a donation drive for the homeless in our community, in partnership with the Boston Health Care for the Homeless Program's drive to collect and distribute new 'white socks.'

Quality of Life survey
Therese Henderson met with Lydia Snover in December 2015 regarding questions for support staff in the 2016 Quality of Life survey. Many of our concerns regarding behavior in the workplace, work schedule flexibility, opportunities for mentoring, accountability, and personal safety were addressed as our values are aligned with the ICEO and other key stakeholders at MIT.

Therese Henderson and Gayle Sherman spoke passionately at the WGSSI meeting to inform our group about the upcoming survey, and the imperative to encourage everyone to complete the survey, answering the questions honestly, and reiterated the policy that individual respondents would not be identified.

At the December 10, 2015 monthly WGSSI meeting, the Quality of Life survey questions of 2012 that were correlated most highly with job satisfaction and which were presented to the group in March 2014 were again presented to capture timely data, and to offer the group a sample set of questions. Information was gathered the same way – members inserted a binder or paper clip into the clear envelope to anonymously indicate their response. Following the meeting, Gayle Sherman cut open the envelopes and counted the objects inside, and tallied the results, below.
Q: While at MIT do you feel as though you have received adequate mentoring?

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Q: It is important to my department that I am physically in my office or lab.

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The data showed a need for sustainable programming for mentoring support staff in order to provide for greater job satisfaction. Many people were confused about the word, mentoring, and how it would apply to their job or workplace environment. The data also indicated that DLCs may be trending toward allowing more flexible work schedules.

Data from the 2016 Quality of Life quadrennial survey will be used to inform practices and office cultures that support a more civilized and compassionate work environment.

Leadership celebration
Our committee hosted an event on February 26, 2016 to celebrate the hard work of the WGSSI senior co-convener. Our group was left without an experienced leader when the actively mentored and highly skilled senior co-convener left MIT for a higher paying position in industry. In response to the call from our Human Resources liaison, Shirley Entzminger agreed to lead the group for another 6 months; her appointment was to expire in February 2016 so our committee planned a celebration of her incredible dedication, inspirational leadership, and excellence in leading WGSSI and providing opportunities for all support staff at MIT. Attendees included current and past ombudspersons, our HR liaison, and members from almost all committee of the Working Group. It was a wonderful opportunity to surprise and thank Shirley Entzminger for her three years of remarkable service as senior co-convener. A memory book with the 2016 excellence award nomination letters and also comments of appreciation and support contributed from all members of the WGSSI was given to Shirley, as well as flowers and balloons, and everyone enjoyed a dessert buffet. A PowerPoint presentation with humor and heartfelt comments reinforced the many sentiments of appreciation for Shirley’s hard work and sustained excellent service over the years.
RAK Week
Community members' experiences during Random Acts of Kindness Week, March 28-April 1, 2016, were collected to chronicle actions, and share observations. This informal google survey was promoted by the MindHandHeart Initiative.

As described on the web page, [https://mindhandheart.mit.edu/events/random-acts-kindness#calendar](https://mindhandheart.mit.edu/events/random-acts-kindness#calendar):

“The Working Group on Support Staff Issues (WGSSI), a network of support staff throughout MIT, is collecting experiences of witnessing, initiating, and receiving random acts of kindness during RAK Week; all responses are identified only by timestamp via google form. The WGSSI will publish these results, and in this way chronicle both planned and spontaneous random acts of kindness experienced across campus. Bookmark the survey and share your experiences multiple times: “WGSSI Chronicles RAK Week: Witness, Initiate, Receive” - [http://goo.gl/forms/f2CWXMfpCY](http://goo.gl/forms/f2CWXMfpCY)

Although this was promoted by the WGSSI and by the MindHandHeart Initiative, only five people entered information, and one of these comments was to suggest that the WGSSI put effort into the bottom line/compensation for support staff.

2016 All-MIT Diversity Forum
Another highlight was service to the 2016 All-MIT Diversity Forum planning committee by co-chair Gayle Sherman. The theme of this year’s event was “Reflect/Understand/Act” and the Forum took place on April 29, 2016 with a morning program in Kresge Auditorium and an afternoon hands-on participatory program at the Samberg Conference Center. This service involved participating in many committee meetings to plan the program offerings, comment on relevance and logistics of the program for the support staff community, and thinking of novel ways the entire community could be engaged and supported. Two key initiatives were proposed and managed:

- For the first time the MIT Press Bookstore was present at the event, and they offered to the community a selection of books by the speakers, panelists, and from a curated list of recommendations by the experts serving on the planning committee.
- An art exhibit was organized to take place during the reception and this opportunity to exhibit paintings/poems/music/etc was very well-received by those attending. A google signup form was created and the link shared with all members of the committee to share with their constituencies; the Artists Beyond the Desk also promoted the opportunity to exhibit. One wall in Salon “M” at the Samberg Conference Center was brightened with a selection of 9 works of art; former MLK Scholar Donal Fox gave permission to play his
recorded jazz & classical pieces at the event, and Salon West and “M” sound system worked beautifully.

It should be noted that both co-chairs and two members of this committee had volunteered to facilitate discussions at the Forum, but due to the overwhelming interest in the event, the morning program was relocated from Morss Hall to Kresge Auditorium and further, the panel program continued through the planned discussion period.

Book club
One outcome from the Bookstore presence is that a Pinterest board was created by Nina Davis-Millis, director, community support & staff development at the MIT Libraries, and shared with the planning committee in the weeks following the event; see (https://www.pinterest.com/mitlibraries/all-mit-diversity-forum-2016/). In turn, Gayle Sherman shared the link with the co-conveners to promote to the support staff, so that all would be aware of the books selected for understanding issues explored at the forum, and also know that this selection would be available for borrowing at the MIT Libraries.

- [from email sent May 27, 2016]: To further explore the topics of race and justice, implicit bias, privilege, inclusiveness, roles of an active bystander, the value of religion and culture in higher education and more, view the Pinterest board that showcases the books that were on display from the MIT Press Bookstore during the morning program at Kresge. This selection was recommended by members of the forum’s planning committee and curated by the MIT Press Bookstore team.

Individuals interested in forming or joining a book club were asked in the email note to contact Gayle Sherman directly. The intention is to introduce people who work near one another or who have similar schedules to meet regularly and talk about their reading & new knowledge, with the goal of increased understanding. As of this date no one has expressed interest in a book club, but perhaps interest will emerge over the summer.
WG Communications Committee

2015-2016
WG Communications Committee  
2015-2016

Members: Olga Parkin and Gracie Dorneus (Co-Chairs), James Eggleston, Donna Fucillo, and Lynne R. Dell

Most of our work is done behind the scenes. We manage the WGSSI website (headed by James Eggleston), create flyers for WG events (Gracie), and manage the Support Staff e-mail list (Jim and Olga). All e-mails to the WGSSI (WG) and supstaff are reviewed by Olga and/or the current co-conveners and approved or discarded.

WGSSI website content managers: James Eggleston, Marisol Diaz, Gayle Sherman, and Beth Klein. We are grateful to Beth and Gayle for volunteering to assist with the content of the website. wgcomcom@mit.edu is our e-mail list for corresponding to this committee.

This has been a very busy year for all of us. We mostly e-mail each other and have smaller group meetings. Jim reviewed the current e-mail list for supstaff and removed anyone who does not appear in the directory. As of today, August 4, we have 1211 members on this list.

On behalf of the Communications Committee, I wish to welcome our newest member, Lynne Dell.

Respectfully submitted,

Olga Parkin
WGSSI Crafts Committee
2015-2016
CRAFTS Task Committee
END OF YEAR REPORT – JUNE 2016

Current Committee Members:
   Co-Chairs: Jean Belbin, Lisa Morin
   Members: Teri Hayes, Kelly Hopkins & Shirley Entzminger

   New Committee Members: Teri Hayes and Kelly Hopkins

Meetings: Meetings throughout fall 2015 to plan and execute Winter Craft Fair in December 2015.

Mission: To provide a space for the MIT Community to show, display and sell their handmade items.

Highlights of the year: The subgroup's signature event, the Winter Craft Fair, held at Whitaker.

Current Projects: Planning the Winter Craft Fair 2017 to be held at Stata

Funding: Not sure, I believe we have funds in our account from Table Sales from previous years.

Expenses: Tables, Chairs, Linens, Food, Water, Tech Cash Cards for Vendors, Event Space, CAC, Sandwich Boards, Balloons, Posters, Postering, Video Displays, etc.

Supporters: WG, MIT Community

Respectfully submitted,
Jean Belbin, Lisa Morin, WGSSl Crafts Task Group
WGSSI

Working Green Committee
Mission
The mission of the MIT Working Green Committee, Staff for Sustainability, is to develop and deliver programs that educate administrative and support staff about recycling, reducing and reusing goods. Efforts include identifying and addressing gaps in staff understanding about recycling as well as gaps in recycling resources and creating ways to increase recycling at MIT.

Business meetings were not held during the 2015-2016 academic year, but our members volunteered at the monthly Choose to Reuse events. Once a second co-chair was enlisted, the co-chairs met regularly for the remainder of the academic year.

2015

September
Keeley Rafter stepped down as co-chair of the committee leaving Ruth Davis as the only co-chair. Joel Dashnaw had stepped down in June 2015 and left the Institute in the Fall.

We began to prepare for this year’s calendar of Choose-to-Reuse events, held every Third Thursday in the Stata Center.

September 17- Choose-to-Reuse event with 17 volunteers present during different timeslots throughout the day. These volunteers were comprised of support staff, administrative staff and students and included 4 Working Green members.

October
October 15- Choose-to-Reuse event with 15 volunteers present during different timeslots throughout the day. These volunteers were comprised of support staff, administrative staff and students and included 2 Working Green members.

November
November 19- Choose-to-Reuse event with 19 volunteers present during different timeslots throughout the day. These volunteers were comprised of support staff, administrative staff and students and included 5 Working Green members.

December
December 17- Choose-to-Reuse event with 16 volunteers present during different timeslots throughout the day. These volunteers were comprised of support staff, administrative staff and students and included 4 Working Green members.

2016

January
January 21- Choose-to-Reuse event with 15 volunteers present during different timeslots throughout the day. These volunteers were comprised of support staff, administrative staff and students and included 5 Working Green members.

February
Recruited new co-chair, Meagan Riley, and commenced training.

Co-chairs attended bi-weekly Graduate Sustainability Club meetings to begin collaboration on Earth Day event in April. Discussed options for display at the MIT Open House event on April 23.

February 18- Choose-to-Reuse event with 16 volunteers present during different timeslots throughout the day. These volunteers were comprised of support staff, administrative staff and students and included 5 Working Green members.

March
Co-chairs attended bi-weekly Graduate Sustainability Club meetings to discuss the MIT Open House event on April 23.

Our committee dedicated volunteer hours to help create the picture frames made out of cardboard that were used in the exhibit and also volunteered to help at others times during the month with other projects.

Training for additional co-chair, Meagan Riley, continued.

March 17- Choose-to-Reuse event with 13 volunteers present during different timeslots throughout the day. These volunteers were comprised of support staff, administrative staff and students and included 5 Working Green members.

Co-chairs started work on updating the website.

April
During the month of April, we continued to plan for the upcoming MIT Open House event on April 23 and attended the bi-weekly Graduate Sustainability Club meetings to solidify details of the event.

At the MIT Open House, the Working Green committee worked with the Graduate Sustainability Club on the composting informational session and also the reusable crafts demonstration. The Working Green committee used this event to promote the work that we do and collaborate with other sustainability groups on campus.

April 21- Choose-to-Reuse event with 9 volunteers present during different timeslots throughout the day. These volunteers were comprised of support staff, administrative staff and students and included 3 Working Green members.

May
May 19- Choose-to-Reuse event with 15 volunteers present during different timeslots throughout the day. These volunteers were comprised of support staff, administrative staff and students and included 6 Working Green members.

June
Our June Business Meeting was a thank you lunch on June 28. We invited previous members and also new members whom we have met through recruitment throughout the year. This will give everyone in the Working Green group a chance to meet. During this meeting, we plan to outline our plans for the upcoming academic year.

Co-chairs continued work on updating the website and started recruitment to find other Working Green committee members to help work on the website.

Green Committee Co-Chairs
Meagan Riley, Office of Digital Learning (2016 – present)
Ruth T. Davis, Department of Facilities (2009 – present)

Green Committee Members
Alex Aho, Program STS
Kathy Bowler, Aramark
Bryt Bradley, CSAIL
Mary Curtin, Lab for Nuclear Science
Felix DeLeon, Custodial Services, Facilities
Gracie Dorneus, CSAIL
Sydney Greenley-Kois, Chemical Engineering
Jarrod Jones, Recycling, Facilities
Susy Jones, Office of Sustainability
Niamh Kelly, EHS
Beth Klein, McGovern Institute
Lynne Levine, Center for International Studies
Julie Lindley, Office of the Executive Vice President
Michelle Miller, Libraries
June Milligan, Copy Technology Centers
Selene Victor, Urban Studies and Planning
Emily Martin, Terrascope
Shayne Fernandes, RLE
Teri Hayes, DMSE
Crystel Hadley, Abdul Latif Jameel Poverty Action Lab
WGSSI

Membership Committee

End of Year Report – June 2016
Membership Committee
END OF YEAR REPORT – JUNE 2016

Current Committee Members:
  Co-Chairs: Barbara Smith
  Members: Valerie Alleyne, Cathy Bourgeois, Antoinette Browne, Shauna Bush-Fenty, Mandy Chan, Suzette Clinton, Lena Davis, Anne Deveau, Ruth Evensen, Margie Ferreira, Karen Fosher, Carol Frederick, Angela Garraway, Sarah Green, Emilie Heilig, Theresa Howell, Shelly Isaac, Anthony Livingston, Cornel Louis, Zina Queen, Joanne Reynolds, Anna Robinson, Patricia Shaughnessy, Marcia Tench-Mora, Trudi Walters, April White-Frager, Bryan Zaramba

New Committee Members: Karen Fosher, Emilie Heilig, Anthony Livingston

New WG Members:
There was a total of 15 new WG members this fiscal year 2015-2016 with 3 of them joining the Membership Committee.

Meetings: 2 Meetings – 10/1/2015 & 3/9/2016

Mission: It is the Mission of the Membership Committee to create awareness of the Working Group at MIT, foster cohesion among its members, track attendance, and promote the activities of the WGSSI through social events and outreach programs.

Highlights of the year:
  • The Annual Support Staff Appreciation Luncheon was not held this year but instead, our illustrious Co-Convener, Shirley Entzminger held a WGGSI luncheon in the new Samberg Center for all WGSSI members thanking us all for our hard work and dedication to the WGSSI and to MIT in each of our job scopes.
  • Membership Co-Chairs continue to forward new member information to the Co-Conveners.
  • Continuing to keep tighter tracking of attendance for the scheduled WG meetings.

Current Projects:
  • Already thinking ahead for some new venues to bring in new members over the course of 2016-2017; ice cream social, etc.
**Funding:**

There was no annual Support Staff Luncheon in 2016 to warrant any funding.

**FY 2015 Gifts-in-kind:**

- Membership Committee Co-Chair, Barbara Smith, has continued to have outside caterers do tastings at the monthly WGSSI meetings:
  - a. Boston Café & Catering
  - b. Wicked Catering
  - c. Plaza Catering
  - d. Stone Hearth Pizza
  - e. Baily & Sage
  - f. Jules Catering
  - g. Putter Ham Grille
  - h. Dave’s Fresh Pasta

**Expenses:** None

**Supporters:** I would like to sincerely thank my Co-Chair, Marcia Tench-Mora for all her hard and diligent work, help and support being my Co-Chair over these past several years. Marcia has been most efficient and when it came to “raffle” time, she and her team with Cathy Bourgeois and Judith Jacobs would get a lot of donated raffle prizes. Marcia is still a member of the WG Membership Committee, just not Co-Chair for now. I would like to thank all those (Zina Queen, Shelly Isaac, Mandy Chan, Marcia Tench-Mora and if I left someone’s name off, my apologies) who have pitched in and helped checking people in at the WG monthly meetings. All of this could not have been done without your help and cooperation.

Both Lakitha Garrett and Andrew Tivnan had to leave the Membership Committee. Their help and ideas have been instrumental to the Membership Committee over the years and they will be dearly missed by us all.

You are all the best and I thank each and every one of you for volunteering in all capacities needed.

Respectfully submitted,
Barbara Smith, Co-Chair, WGSSI Membership Committee
Professional Development

END OF YEAR REPORT – JUNE 2016

Current Committee Members:

Co-Chair: Ruth Levitsky

Members:
- Juanita Battle
- Sally Chapman
- Doris Drake
- Roshni Gohil
- Tammy Holmstrom
- Jessica Jones
- Kimberly Kennedy
- Claudia LaBolitta-James
- Nico Lang
- Ruth Levitsky -- Co-Chair
- Jeanette Marchocki
- Jennifer Meredith
- Juliette Pickering
- Anna Pope
- Eliana Runyon
- John Runyon
- Alison Sager
- Cynthia Smith
- Sonia Verma
- Rinske Wijtmans
- Weijia Zhang
- Ruth Yiu

New Committee Members:
Lori Homoleski

Meetings:
1. Workshop on “Up & Running Drupal” (Speaker: Mark Pearrow) on 1/21/16
2. Workshop on “How To Take Minutes” (Speaker: Marie Ferrante) on 3/10/16
   Cancelled-will be rescheduled.
   This session was replaced with “Present Yourself” by International Training in Communication (session was offered in conjunction with IAP)
3. Workshop on “Calendar Basics and Tips” (Speaker: Tan Gopal) on 4/4/16
4. Skill assessment and career coaching presentation by Debra Woog on 5/4/16
Mission: Helping support staff achieve performance excellence in the workplace and advocating for resources to assist MIT employees especially for work-related projects.

Highlights of the year:
Our speakers this year were from the MIT Community. It is exciting that there is a lot of interest in presenting to our group. Committee member Ruth Yiu also stepped up to take a leadership role in the group in both preparing this report and assessing future workshops for the group.

Current Projects: In the process of getting feedback from WGSCCI members on what kind of MIT skill training workshops they would like to see offered in the future, and then plan accordingly.

In the coming year, we want to encourage all members of WG to participate in helping sponsor or run a speaking event. Many on our list are not active in working group due to schedule constraints; it is hoped that if short term opportunities are available, these people will be able to participate in an event or two.

Funding:
FY 2015 Gifts-in-kind: refreshments were donated by Sloan for the calendar workshop.

Presenters provided their own handouts. Certificates of appreciation were given along with a small gift.

Expenses:
We had catered refreshments for the Drupal workshop, for approx. $160.

Supporters:
Speakers who donated their time and talent, committee members and of course, our co-convener, Shirley Entzminger.

Respectfully submitted,
Ruth Levitsky, Co-Chair, WGSSI Professional Development Committee
WGSSI

Pumping, Parental Leave and Preschool Task Group

End of Year Report – June 2016

Working to improve maternity leave benefits for new mothers as well as continue increasing lactation room availability and standards, and bridge the financial gap for support staff seeking day care at MIT and off-campus.

Members:
Shirley Entzminger Co-Chair
Christine Maglio Co-Chair
Alicia Estabrooks
Danielle Atwell
Georgia Santander

Meetings:
November 5, 2015
group discussion at May 12, 2016 Working Group meeting

Accomplishments:
We met with the MIT Work Life Center to discuss the potential of a new benefit for support staff – a portable scholarship. This benefit would be used by parents to subsidize the cost of off-campus daycare and programs.

Next Steps:
Some key goals for the PPP task group:
• Adopt a portable scholarship program that waives off-campus day care based on income eligibility
• Sensitivity training for supervisors
• Provide a complaint mechanism for support staff who feel they are not being supported properly when in conflict
• “Empowerment” training for support staff with children to overcome intimidation they may feel about coming forward if they experience prejudice or discrimination from a supervisor
• Partner with the MIT Work Life Center on a newsletter

Ideas for the PPP task group:
• inviting someone from the MIT Work Life Center to present on work/life balance at a WGSSI meeting – not just for parents, also for those who take care of siblings, parents, or ones who just have too much going on in their lives
• plan networking opportunities/discussions over coffee/lunch, either monthly or quarterly, for all parents in WGSSI. This will give parents a chance to discuss issues parents struggle with, and try to help each other out. We ask for meeting topics (topic examples include eating, sleeping, bullying, blended/multi-cultural/non-traditional families, dealing with family stress, end of year/holiday stress, etc).
• Recruitment idea: integration with MIT’s Work Life Center publications/website - maybe within the Balancing Work & Personal Life under Staff Resources

Respectfully submitted,

Shirley Entzminger
Christine Maglio
WGSSI

Past Co-Conveners Advisory Group

End of Year Report – June 2016
WGSSI Past Co-Conveners Advisory Group

2015-2016

End of Year Report

Submitted August 9, 2016

1. Advisory Group Members
Acia Adams-Heath, Anne Deveau, Marisol Diaz, Shirley Entzminger, Cheryl Gillespie, Therese Henderson, Claudia LaBollita-James, Michelle Miller, Gertrude Morris, Olga Parkin, Kate Schenck, Gayle Sherman, Barbara Smith

2. Co-Chair(s)
Olga Parkin and Gayle Sherman

3. Meetings

Background
Convening a group of former co-conveners was an idea of co-chair Gayle Sherman back in 2014, who felt isolated and uncertain of many elements of the group while serving as senior co-convener. As the administrator for the advisory group at the Sea Grant College Program it was not difficult to imagine an advisory group for the WGSSI, and indeed the final regular monthly meeting in May 2014 welcomed reflections from each of the past co-conveners in a panel format, while celebrating the contributions of Mary Rowe, retiring ombudsperson.

That the veteran Senior Co-Convener established the advisory group, convened and set the agenda for most of the meetings is part of Shirley Entzminger’s admirable legacy. There is strong momentum within the group to support the WGSSI co-conveners and also our liaisons to the department of human resources.

Meetings convened
The advisory group held seven meetings this academic year, and exchanged emails and ideas frequently about ways to support the co-conveners of the WGSSI, serve as an engaged group to bounce ideas off, and also, collectively, further our professional development. The advisory group also seeks to help mentor future leaders of the WGSSI and find helpful ways to support leaders and also our support staff community. Members of the advisory group served as co-convener of the WGSSI over the course of the past 25 years.

November 19, 2015: Kick-off meeting! An opportunity for past co-conveners of the Working Group on Support Staff Issues to get to know each other, and foster a
trusting, meaningful relationship. Discussion centered on the Co-Conveners Orientation Packet which had circulated via email. With origins in MIT HR, the Packet lacked the flavor and realism of the WGSSI co-convener experience.

**December 7, 2015:** Shared ideas and thoughts about the Co-Conveners Orientation Packet and created sub-groups to work on sections of the document. The Orientation Packet is designed to facilitate the transition into the new role of co-convener, and gain an understanding of the various roles, expectations, responsibilities, and reporting duties of the co-convener, and also of other leaders within the group including committee co-chairs and the HR liaison. It was a very lively conversation, and interesting to note the extreme variability among co-convener experiences in leading the support staff, and with regards to support from central HR and from the membership as a whole. For example, in decades past, the senior co-convener would meet monthly, instead of annually as has been recent practice, with the VP of Human Resources. Also, in the past support staff were more engaged with their task groups, and the organization was more robust – comparatively speaking, support staff had more time, energy, and perhaps also faculty/administration support to devote to addressing wide-ranging issues.

**January 14, 2016:** Continued brainstorming about the Co-Conveners Orientation Packet, with subcommittees working on different sections; and individuals shared their comments and edits on the document, which Olga Parkin is putting together (Olga Parkin is also co-chair of the Communications Committee).

There was also discussion about creating a short packet of materials to present to individuals nominated for the role of Junior Co-Convener to better inform them of their expected duties, but also to not deter them from accepting the nomination to serve.

Olga Parkin and Gayle Sherman appointed co-chairs of the advisory group.

**March 3, 2016:** This meeting was to share responses from questions provided by WGSSI members (last spring 2015) to our VP/HR Lorraine Goffe-Rush. Michelle Carmichael called in and provided background information on the responses to questions, to clarify HR processes in particular. It is heartening that our questions were taken seriously, and not forgotten, and a few suggestions for change were appreciated by Lorraine Goffe-Rush. These responses will help inform the advisory group’s response to questions from the WGSSI leadership as they arise; they are included in the appendix.

**April 11, 2016:** Alyce Johnson worked with Shirley Entzminger to schedule an Advisory Group meeting to get our input on her work, "envisioning the future of diversity and inclusion at MIT" (specifically around employees and through the lens of talent management). This strategic planning session was interesting both to gain a better understanding of the challenges facing MIT Human Resources, and also to
learn more about different DLC objectives and practices. This was the first time that the advisory group was tapped to help inform a project at HR.

**May 17, 2016:** This was an emergency session of the advisory group called by the Senior Co-Convener of the WGSSI, given changes in her relationship with our sponsoring department. The agenda included discussion of fundamental questions, such as Choosing a Co-Convener? Should this be done by WGSSI or by Human Resources? To which the overwhelming response must be that the co-convener must be selected by the WGSSI group.

Also discussed was meeting frequency, considering whether WGSSI meetings change from once-a-month to either of the following: a. Once per semester, and for two hours? b. Quarterly, and for two hours? The group recommended keeping the meeting structure as monthly, so that more people would be available to participate during their lunch hour. Also if support staff and members are not able to attend a meeting they can still serve as active group members and likely attend a different month. There was a suggestion to not have every monthly meeting on the same day of the week (eg, only on second Thursdays) because people who have obligations on those days in their DLC cannot attend the WGSSI meeting.

Final recommendation is monthly meeting, rotating weekly day, keep to same week (eg, second week of the month).

Should a non-member support staff be considered for the appointment of WGSSI-Co-Convener? Unanimous decision that only an active member should be nominated and considered for the appointment of co-convener.

Should the number of hours paid to a Sr. & Jr. Co-Convener be increased to five hours per week? This is an interesting question, and each of the advisory group members felt that even 5 hours a week was not enough time to adequately respond to members concerns and also initiate new activities. However, it was also agreed that no supervisor was going to let their support staff lose all that time in completing tasks in the DLC. However it may be valuable to explore alternatives in leading the group, eg with a triad of conveners, for handling monthly meetings including programming and support of the multiple committees, representing support staff at other Institute meetings and events, and for developing innovative programming and responding to ongoing work in the community. This led into a discussion on the future of WGSSI, and the competing goals of keeping the administration mindful of support staff (eg, our presence at InfoGroup, Family Work Council, etc.) and also keeping support staff informed and aware of resources, options, and the administration’s bias and goals.

**June 15, 2016:** Agenda for the meeting was set aside, as neither co-chair was able to attend the meeting given an onslaught of tasks that morning. The seven members who met discussed WGSSI leadership issues, including suggestions for HR liaison structure, and the end-of-year meeting.
Agenda items for discussion via email include: drafting a meeting schedule for AY2017. This would include four meetings: Aug/Nov/Feb/June. In addition, discuss inviting guest speakers to address the advisory/co-chair+co-convener leadership to discuss relevant topics more in depth than one would be exposed to at a monthly meeting, for instance learning more about analysis of the Quality of Life Survey and how these data can be used to inform policy, so that we may better understand areas of influence with support staff and with the administration. Another area where the WGSSI could benefit from is the mentoring of future leaders, and motivating all members to contribute more actively to not only grow but also sustain the organization. A shift in culture is warranted, and the advisory group is poised to assist with supporting a vibrant WGSSI.

4. Current Projects

- Finalizing the Orientation Packet for incoming co-conveners.
- Reaching out to foster a trusting, advisory relationship with the new WGSSI co-conveners during the summer season.
- Serve as a sounding board for the senior co-convener’s programming ideas, and also point to resources to help the co-conveners implement their objectives for the WGSSI.
- Serve as an active advisory board for HR and the administration, alongside the co-conveners in discussing policy, programs, and targeted communications. In this capacity the advisory group supports the HR liaison, as well as the co-conveners.
- Provide perspective and success stories to inspire and support current leaders.
- Develop a regular meeting schedule.

5. Expenses

N/A

6. Mission (draft)

To support the WGSSI by offering counsel to its leaders, informed by our collective historical perspectives and experiences, in a safe, nurturing environment. The advisory group also serves as a resource to our colleagues working in the department of human resources.

7. Highlight(s) of the Year

Each of the seven meetings provided an interesting perspective on the co-convener experience – the members served over a range of decades, and some colleagues had
developed close relationships with HR staff and even the VP/HR and came into the role with a set of guidelines. Inspired with the deep respect and care that each professional brings to this group and to their job at the Institute is a highlight of membership in the WGSSI advisory group.

Completing the orientation packet was a highlight of the year, as was having the opportunity to network with so many talented individuals in accomplishing this task.

Meeting with Alyce Johnson and our group’s meeting to discuss response to our spring 2015 questions by Lorraine Goffe-Rush marked another highlight, since the WGSSI group was taken seriously as a professional advisory group. Now it is time to build on these responses – the challenges and opportunities – moving forward to support the new WGSSI leadership team.
Appendix I

Questions submitted to VP HR Lorraine Goffe-Rush in spring 2015, for her meeting with the WGSSI membership, and responded to in writing in March 2016, with a year of experience in her position.
Questions and Concerns from Members of the WGSS

1. How many professional development classes should Support Staff take each year? Should it be supported by the DLCs? Some classes can be covered by the Tuition Assistance Program, but I believe it depends on the actual cost. [It was my understanding that it is highly recommended that Support Staff take at least two Professional Development classes offered at MIT each year.]

It is highly recommended that Support Staff participate in professional development activities, including but not limited to, classes. Some external programs can be covered by Tuition Assistance Program. For more information, go to:
http://hrweb.mit.edu/benefits/tuition-education/tuition-assistance-plan/reimbursement

There also is a wide range of learning opportunities through the HR Professional Development Program, Lynda.com, and Skillsoft. For more information, go to:
http://web.mit.edu/training/catalog.html

2. How should Support Staff who take smoke breaks two or more times per day charge their time?

As outlined in MIT Policy 3.11 Refreshment on the Job: “There is no established ‘coffee break’ policy at the Institute. Supervisors in each office or laboratory determine whether a short break in the daily routine for purposes of refreshment is appropriate. Such periods of refreshment should not interfere with or take precedence over any work of an office or laboratory.” While this policy refers to refreshments, it may be considered for a smoke break.

With regard to breaks, MIT follows the Massachusetts law on Meal Breaks that requires a 30-minute unpaid break upon working 6 consecutive hours. As noted in the policy above, DLCs may permit breaks in addition to the break required by Massachusetts law, consistent with their operational needs. DLCs should have consistent practices in allowing breaks to similarly situated employees.

In the question, let’s assume that an individual takes three 10-minute breaks per day, in addition to an unpaid 45-minute lunch break. No one else in the DLC takes any breaks other than the 45-minute unpaid lunch break. In that case, the smoking breaks should be unpaid time or personal time; so if the employee is scheduled to work 8 hours/day, the timecard should reflect 7.5 hours worked or should reflect 7.5 hours worked and .5 hours of personal time. With supervisory approval, the individual might be able to shift their hours to make up the 30 minutes spent on smoking breaks. All breaks, whether for refreshment or smoking, should not affect the operations of the department.

3. Do you think that MIT-central Human Resources would ever consider asking Support Staff in all the DLCs to fill out an appraisal form, evaluating his/her supervisor(s) in the near future? The Engagement Survey in the EVPT area provides those employees with the opportunity to evaluate direct supervisors.

highlights many issues, and offers many suggestions for changing the culture to support a more caring community. What resonates most deeply with you?

*Response from Mgr, Diversity & Inclusion, Alyce Johnson:*
Recommendation E5: Educate all community members about unconscious bias. Recommendation C2: Launch an education campaign in the use of bystander interventions and micro-affirmations to reduce micro-inequities, micro-aggressions, and all forms of misconduct.

How do you envision the WGSSI and our support staff colleagues contributing meaningfully to a more civilized, caring and respectful community?

*Response from Mgr, Diversity & Inclusion, Alyce Johnson:*
I hope the WGSSI will continue to actively participate in community affairs and take advantage of the opportunities to educate themselves. I think the WGSSI provides an important “mirror” and I hope will continue to raise issues of concern and collaborate on addressing any issues.

5. For those areas who use the Performance Development Review Tool, do the competencies apply to Support Staff as well?
Yes, the eight core competencies are designed to apply to all staff.

6. There are many inequities on campus between Administrative Staff and Support Staff, although none more glaring than sick time, and somewhat related, by virtue of how leave is accounted for, maternity and parental leave policies. Regarding policies, is Human Resources considering a more generous parental leave policy for Support Staff to equal that of administrative staff?
The parental leave policy for Administrative Staff and Support Staff is the same. The differences lie in the sick leave policies. Support Staff accrue sick time and if sick leave is depleted, are then paid on Extended Sick Leave at 75%. Administrative Staff’s sick leave is 100%. However, unlike Support Staff, Administrative Staff do not receive 3 personal days, and there is no payout of a portion of sick leave upon retirement.

On parental leave, Support and Administrative Staff all receive one week of paid parental leave, which must be taken within four months of the birth or adoption. This leave is open to all new parents, including fathers, adoptive mothers, and foster parents. In addition, Support and Administrative Staff can take up to 40 hours of their sick leave per year to care for a sick child. This time can be used to care for a new baby.

Birth mothers are paid on sick leave for 8 weeks. The parental leave can follow that 8 week period, or can be taken later, as long as it is taken within the 4 month period after the child’s birth or adoption.

The one week of paid parental leave is a new benefit, announced in April 2015. MIT is reviewing parental leave and will consider whether to expand that benefit. We recognize the needs for time with a new child yet also are aware that MIT does provide generous time off, of nearly 2 months every year (4 weeks of vacation, 12 holidays, usually 2 special holidays; Support Staff also can use 3 of their sick days as personal days; and the 5 days for a sick family member).
7. Would Human Resources support flexible time policies, especially for new mothers and for parents who have children in daycare?

HR is currently reviewing MIT policies and guidelines on flexible work arrangements. MIT’s current guidelines on flexibility focus mostly on flexible schedules; we are now also considering expanding those guidelines to address off-site work as technology allows some people to work effectively from outside the office. Of course, some jobs cannot be done remotely and the department’s operational needs must be considered.

8. The Tuition Reimbursement Plan is terrific benefit. Alison Alden had mentioned in her final meeting with Support Staff that there was ongoing discussion to increase the annual benefit so that it would be more aligned with actual tuition costs. Do you have any insights into whether the $5,250 annual limit will be increased in 2016?

Tax regulations allow plans, like the MIT Tuition Assistance Plan, to exclude from taxable income up to $5,250 in tuition benefits each year. The MIT benefit was set at that level to maximize the benefit and avoid taxation of plan participants. Although there is no plan to increase the annual limit in 2016, maintaining the competitiveness and adequacy of the benefit is important to the Institute. Under consideration is a proposal to conduct a comprehensive review of the plan, and to bring the results of that review along with a set of recommendations to the Employee Benefits Oversight Committee (EBOC) for deliberation.

9. In the Institute’s efforts to enhance administrative systems processes, members of the WGSSI have been recruited to participate in focus groups or pilot tests of new systems: Atlas, Facilities website, Digital Events, VPF’s website. What new administrative systems are in the planning stages?

The buying experience redesign (B2P) project using Coupa Procurement Software. There is an active user advisory group and a number of Support Staff members -- AAs and Financial Assistants -- participate in the group. The project will replace the current requisition to purchase order process and the electronic catalog, plus offer additional functionality.

The Compensation Initiative/Annual Salary Review System -- Replace the current ASR system and implement a new salary review process with equivalent and additional functionality than what exists currently; provide reporting and analytics to assist in the merit distribution, the ability to integrate performance, the ability to establish merit guidelines, and the flexibility to implement various approaches across MIT.

10. Have the faculty been surveyed to help determine the most important top 10 skills in an administrative assistant? What informs the types of professional development programs that Human Resources offers?

We gather that information through a variety of methods. Faculty are an important source of information that we could tap into and we appreciate this suggestion.
11. What are the criteria for promotion at the Institute level?
   The pay guidelines can be found on the Compensation website at
   http://hrweb.mit.edu/compensation/guidelines. Specifically, the promotion guidelines can be found
   at http://hrweb.mit.edu/compensation/guidelines/promotions

12. Are there centralized efforts to reinforce strategies to support the development of core
    competencies across all Support Staff? Could you share a success story from a DLC?
    The PDR tool and process also introduced Learning Bundles, created to provide a variety of
    learning resources to enable or enhance one’s development regarding each of the core
    competencies. We look to local areas to reinforce appropriate strategies.

13. From Title IX to challenging conversations on race relations, diversity, equity on campuses across
    the country. How is MIT Human Resources providing leadership?
    Providing MIT community members the tools (through programs and workshops) to be more
    effective in the workplace is a tangible way to address behaviors. HR also communicates various
    activities both inside and outside of MIT that focus on this content. HR sponsors the Employee
    Resource Groups, and will be the sponsor of a Diversity Forum, previously called the Diversity
    Summit, in 2016.

14. Communications from Human Resources is often received by us, the troops, in piecemeal –
    Support Staff are not part of the Human Resources network. This was a huge issue for
    implementing the late arrival policy this past February, because many faculty and administrative
    staff do not see the MIT website home page announcements, nor do they belong (or read)
    messages sent in email to HROs. What strategies will you use to communicate policies more
    effectively to support staff?
    In addition to being communicated by HR to departmental contacts, a message is put on the main
    page of Atlas, a site that many Support Staff use regularly. Also, a message about the excused
    lateness is included on MIT’s website (a “red box” on the home page with more detailed information
    about the excused lateness policy on the Emergency page). We encourage Support Staff to check
    those sources – Atlas and MIT home and emergency pages – if there are similar commuting
    difficulties this winter.

    When MIT closes due to snow for a whole day (that is, not just for the evening or night shifts, and not
    just for an excused lateness), MIT communicates this in many ways: through the web; through the
    Snow phone line (617-253-SNOW which is 617-253-7669); on TV and radio; and through email. This
    winter, an email will be sent to all Campus email addresses if MIT closes for a whole day due to the
    weather.

    In addition, separate from weather communications, a monthly email called People Matters that
    covers a variety of content is sent to mailing list that includes Support Staff. If you would like to
    receive this, please go to http://hrweb.mit.edu/peoplematters to sign up.
15. Are there plans to incorporate modern technologies in the instruction or curriculum of training programs offered to support staff? EdX is fabulous! What classes will be developed with the intention of reaching Support Staff? Communication strategies across generations by task, time management tools and techniques, coping with stress in the workplace, wellness and safety, are general topics of interest that could be customized for the higher education academic environment.

There are several modern technologies used now in the instruction of our training programs. In addition, these technologies are available for Support Staff 24/7 for professional development purposes through Lynda.com and Skillsoft. We use these in some of our classroom training, and as pre and/or post work for our classroom training. These resources can be used outside of classroom training by MIT staff. They include good content on communication strategies across generations, time management, coping with stress, wellness and safety and many other topics. HR staff are happy to come to your areas to do a demonstration of these resources.

16. Flexible schedules in the workplace correlate with higher employee retention and greater job satisfaction. How do you see HR policies evolving to promote flexible schedules in the workplace?

We recognize that there are many benefits of flexible work arrangements both for employee well-being and for the business needs of the Institute, including, but not limited to, recruitment and retention. The Work-Life Center currently is working with other members of HR and the Council on Family and Work to address this in several ways:

- The 2004 Job flexibility guidelines are being updated and moved to a more visible web-based format. This website will be hosted on the HR website, and will include the business case for flexible work as well as resources across the Institute to support its success. It will also highlight the different types of flexibility available at MIT, with the understanding that not all arrangements will work for all individual work styles, job requirements, or departments. We expect to launch the website in spring 2016.
- A new policy on “Alternative Work Arrangements Including Flexible Hours and Off-Site Work” is being drafted currently with language to address off-site work and to encourage managers to give favorable consideration to all alternative work requests. This policy is being updated to reflect the need to address off-site work, and in the hopes of making the process more equitable for all employees at MIT.
- HR is also working to develop online training resources for managers and employees to better understand the process of requesting and considering a flexible work proposal, as well as the skills needed to successfully implement flexible work arrangements for individuals and teams.
- The Work-Life Center continues to offer consultations to employees to help them think through the process of writing a proposal, and how to negotiate an alternative schedule with their department.
- Members of HR will be trained in the coming year on how to facilitate a team-based flexible work process with departments across MIT to support existing flexible workers, as well as the implementation of team-based flexibility pilots for
16. There is a great deal to learn when starting one’s career at MIT. If Human Resources could incorporate a manager’s training program for new PIs at the start of their appointment that would be a great investment for the Institute, and for Support Staff! A few hours of basic training for skills in management would greatly benefit all the people these new PIs supervise, from Support Staff to graduate students, post-docs and lab managers. This kind of training could only raise the bar to make MIT an even better place to work. Would you consider developing a mandatory manager’s training program for new PIs, and for new managers? This is a good suggestion. We are working to expand and increase the visibility of our management development programs, including those for new managers. We have had some new PIs take Essentials of Managing. We hope they continue to take advantage of this, and other programs.

17. Some of us have participated in the MIT Administrative Assistants Program, run in the past by the HR department and led by Ronnie Haas and Judith Stein neither of whom are presently working in HR. It was a great opportunity to network with peers from across the Institute, learn strategies and develop skills to perform better in our administrative positions. Are there plans to resurrect this program, and to continue offering professional development opportunities with MITAAP2? Ronnie Haas has returned to central HR as Manager for Learning and Development. You can rest assured that MITAAP will continue, as will expanded learning opportunities for MIT Support Staff. Ronnie looks forward to working with the Working Group to learn more about the types of programs that would be of interest to Support Staff.

18. There has been a low-profile foray into mentoring programs for MIT staff over the past year. What is the Human Resources vision for supporting mentoring programs for support staff? We are building resources and piloting programs that support mentoring for MIT staff. In fact, there is a course, “Exploring Mentoring: Tips for Finding Your Own Mentor” to be offered on January 26, 2016, with additional spring dates planned open to Support Staff. Just noting the date in terms of when folks will see this...

19. Would it be possible to have a support staff, a member of the WGSSI (co-convener) sit on the panel at the next Diversity Summit in the Spring 2016? Gayle Sherman is on the committee for the 2016 Diversity Forum.
Appendix II

Co-convener Orientation Packet

Working DRAFT
TO BE COMPLETED LATE SPRING 2017
Co-conveners Orientation Packet

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Co-conveners Orientation Packet

Note – this is a work in process for my comments............I am not finished with my section.

About this document

This document is intended to help you become familiar with MIT’s Working Group on Support Staff Issues (WG). Documents included are procedural guidelines, HR publicity documents about the WG and some example presentations about WG.

One of the best sources of information for you as a WG co-convener will be each other as well as past Co-Conveners. You can contact Michelle Carmichael, Administrative Office and HR Liaison to WG.

WG Co-Conveners – Role, Responsibilities, Selection/Transition Process

The Co-Conveners for WG play a critical role in developing and maintaining a WG that is a positive, productive asset for its members and for MIT. They are advocates for WG and are both the WG’s public face and the glue that keeps the group functioning productively.

After the annual end of year meeting in each June, the WG Co-Conveners should work with the HR WG Liaison to review the mission statement, begin planning activities for the WG and establish and implement a communications/outreach strategy to reach potential members. Time spent on WG activities may range from 1 to 4 hours per week.

WG Co-Conveners must receive the explicit written permission/endorsement from their managers to take on this role.

WG Co-Conveners may establish a planning team to work with them, but the ultimate responsibility for the WG rests with the Co-Conveners.

On-going responsibilities for the WG Co-Conveners include:

  a. Coordinating events sponsored by the WG
b. Responding as needed to questions and concerns from their members  
c. Leading the co-chairs meetings  
d. Setting up monthly meetings (phone or in-person) with fellow co-convener and the HR WG Liaison  
e. Forwarding information about other relevant campus events to WG members  
f. Within two weeks of any WG event, providing a post-event debrief that includes the following information:  
   - Name & date of event  
   - Number of participants  
   - What worked well about the event?  
   - What upgrades would you suggest for future events?  
g. Responding promptly to requests for information from the HR WG staff  

Annual responsibilities include  
h. Before each academic year, each task group/committee’s co-chairs and the Co-Convener together will develop program plans for the coming year including events, audience, date and budget (including possible sources of funding.)  

Additional responsibilities include  
i. Developing a preliminary budget for 6-12 months of the WGs activities  

Co-convener Behavioral Competencies  
Ideally, Co-Conveners will show evidence of at least some of the behavioral competencies described below:  

how is this to be determined?  

a. Ability to Influence: The ability to move or persuade others to act in a desired way  
b. Bias for Action: The tendency to act rather than react and to accept accountability for completing tasks  
c. Ability (and willingness) to collaborate with others to achieve shared success  
d. Excellent communication skills: the ability to achieve results by conveying goals and objectives clearly and in a compelling manner  
e. Interpersonal Understanding: the ability to accurately hear and understand the unspoken or partly expressed thoughts, feelings, and concerns of others; the ability to show cross-cultural sensitivity  
f. Organizational savvy: understanding organizational relationships and the culture of MIT; the ability to use this knowledge to achieve objectives.  

Term & Transition  
a. WG Co-Convener should plan to serve for a minimum of two years.  

What does this mean????????? Be available to be co-convener for another year?  
b. Transitions to new Co-Convener should be staggered so that there is at least one experienced co-convener at all times.
Co-conveners Orientation Packet

c. Prior to the transition to a new Co-Convener, the current Co-Conveners should discuss the timeline and process for such a transition with the HR WG Liaison

d. Potential WG Co-Conveners should plan to meet with the current WG Co-Conveners and HR WG Liaison for an informal interview to make sure the co-convener’s responsibilities are clear and that the individual has the skills and capacity to meet those responsibilities. Is this the former interview that was set for potential candidates? While recommendations for a new co-convener from the current Co-Conveners will be respected where possible, the HR WG Liaison must approve the selection of new individuals into the co-convener role.

e. Selected Co-Conveners should set aside time to read/review the WG orientation packet and to have start-up conversations with the current WG Co-Conveners and with the HR WG Liaison

Sample Interview Questions for Potential WG Co-Conveners

1. What has your involvement been, to date, with WG? How much experience with WGSS is desired? Is less than one year sufficient?

2. How would you describe the role of the WGSS at MIT?

3. Do you have explicit permission from your manager to take on this role?

4. What has worked well about your WG committee to this point? This implies that candidate is a co-chair, is this correct?

5. What ideas do you have for possible upgrades or changes?

6. What experiences do you have in formal or informal leadership roles, at MIT or outside?

Setting up a Planning Team

Would being on a planning team take the place of serving on a task group or committee? If not, why?

1. Define the role/s for planning team members (general help, working in specific areas). Set expectation for how much time is expected (e.g., 1-2 hours/week) and length of term on Planning Team (e.g., 1 year, renewable)

2. As you recruit members, please make sure that they have obtained written permission from their managers to take on this additional role. This sounds like being on planning team is in addition to task group or committee work.

3. Plan for (and implement) an orientation process for Planning Team members. Who will set this up and manage this process – could this be handled by a long-term WGSS member instead of the co-conveners?????????????? This could be done in place of serving on a task group or committee.

June 2015
4. Please make sure HR WG Liaison has up-to-date lists of your Planning Team members.
WG Roles & Responsibilities (7/2015)

**WG Co-Chairs**

1. Thoughtfully commit to the growth and development of their WG for at least one year no more than two years; discuss the time needed with current supervisor to get their support/approval

2. Be prepared to engage with the HR WG Liaison and others to complete the steps outlined in *Steps to Establish and Maintain the WG*

3. Be prepared to meet with the HR WG Liaison on a monthly basis.

4. Be prepared to engage and reflect on a learning process during WG formation with feedback from WG members, the HR WG Liaison and others

5. Plan to meet regularly (“four times/year) with their Department Sponsor (Central HR, own department)

6. Be focused on and an advocate for an action-oriented WG that balances creating a supportive community with providing service to the Institute.

7. Provide information, feedback and ideas as needed for WGs

**Department Sponsor**

The Department Sponsor plays a critical role in the success of each WG. The Department Sponsor is not an honorary or figurehead position; The Department Sponsor should plan to play an active role with the WG. One element of that role is to make sure the WG stays focused on problem-solving and assistance to MIT’s diversity/inclusion efforts.

Department Sponsors may be identified by WG members, may volunteer or may be invited to participate by HR staff. HR/Department Sponsors will be selected after review by the senior leadership of the Human Resources Department.

Ideally, Department Sponsors are:

- Leaders in highly visible positions within the Institute leadership (e.g., Managers, Supervisors, Deans, Department Heads/Directors, Chancellor, Institute Professors etc.)
Co-conveners Orientation Packet

- Committed to playing an active role in developing/supporting the WG, particularly as the group gets underway annually (e.g., accessible to the WG Co-Conveners, coordinating with HR WG Liaison, etc.)
- Committed to a two-way developmental process: the professional development of WG Co-Conveners/members and their own development in the sponsor/advocate role

Department Sponsors may:
- Provide some funding to their WG
- Assist the WG with locating funding beyond the amount available from HR
- Assist the WG Co-Conveners with making connections for speakers, etc.

WG Resource People
Individuals with experience in diversity/inclusion, group process, communications and/or deep knowledge of MIT who will:
- Be available for occasional consultation on specific questions from WG Co-Conveners
- May attend WG meetings and offer input
- Where appropriate, act as champions for WGs at MIT

HR “Business Owner” and HR WG Liaison*

1. Support and grow interest in WGs from potential WG Co-Conveners

2. Provide training/support/consultation/on-going coaching for WG Co-Conveners/members in:
   - Communication
   - Meeting practices
   - Conflict resolution
   - Decision-making
   - Distributed leadership
   - Problem-solving

3. Help WG Co-Conveners find the balance between creating a supportive network and being action-oriented, solution focused groups who assist MIT where possible with recruiting, retention and other topics

4. Be available to WG committee chairs for up to one meeting/week during the transition to the new academic year

*HR Business Owner: Lorraine A. Goffe-Rush (lgoffe@mit.edu)
HR WG Liaison: Michelle Carmichael, Administrative Officer, (maustin@mit.edu)

June 2015
Process for WG Budgets (7/2015)

1. Each WG committee will be given an allocation at the start of the academic year. The intent is to use these funds for WG committee work including food, speakers’ fees and other costs of WG programs.

2. WG co-chairs are responsible for tracking their WG’s expenses. Central tracking will also be done in HR.

3. When something is to be purchased, the WG Co-Conveners (or event planners) should determine the specific items needed; the vendor; delivery time/location; estimated cost and any other relevant information.

4. In addition to the budgets for individual WGs, a portion of the overall WG budget will be available for large, WG events (i.e., the April and June 26 program). These funds will be maintained by HR and will not be considered part of any individual WG committee’s allocation.

5. All funds allocated for WG use must be spent in accordance with MIT policies and procedures. If there are questions, please contact Michelle Carmichael (HR’s Administrative Officer, maustin@mit.edu) for clarification.

Guidelines for inviting perspective members to WG Events (7/2015)

Unless space or other constraints set a different priority, please use the following guidelines for the priorities for inviting participants to WG events.

(Note: these are guidelines, not “the law.”)

Each item includes the people listed above it.
   a. Members of your individual WG (if space is very limited)
   b. All MIT WG members
   c. Lincoln Lab WGs
   d. All MIT employees (this includes faculty)
   e. Draper Lab WGs
   f. Relevant student offices to invite students

If co-sponsoring an event with any other office, their participants should move up in priority order.
Co-conveners Orientation Packet

Guidelines for taking photographs at WG events

After reviewing MIT policy about photographs/images (http://web.mit.edu/cps/photos-usage.html) we would like WG Co-Conveners and members to observe the following guidelines about taking photographs at WG events.

1. Signs should be posted at the event site (in several locations) saying something like “Photographs will be taken at this event for use in documenting WG activities. These photos may be posted to the WG website.”

2. If possible, publicity for the event should include the statement, “Photos may be taken at this event for use in WG publicity and documentation.”

3. Whenever possible, the photographer should ask the individuals to be photographed for permission. Please be respectful of anyone who declines to be photographed.

4. Speakers at events may be photographed as part of the historical record.

5. We do not need to get signed releases. For public events (such as WG events) there is no release necessary.
Guidelines for WG Members Networking at Events (7/2015)

Please keep in mind that you are ambassadors for working at MIT. 
1. Be honest about your experiences with WG MIT but be as positive as you can. 
2. Please do not make any commitments on behalf of another committee 
3. Please be prepared to share your elevator speech about WG
Steps to Establish and Maintain the WG (7/2015)

1. WG committees must have individuals willing to serve as WG committee chairs for a period of one year (but no more than three years).
2. To get the technical and resource assistance from HR, the WG Co-Conveners should inform HR of their needs.
3. Initially, the WG Co-Conveners should work with the HR WG Liaison to do the following:
   a. Create a Mission Statement or Charter (HR has samples if helpful)
   b. Set goals for the 1st 3-6 months of the academic year
   c. Define expectations/role for WG Co-Conveners and committee chairs and (if applicable) leadership team
   d. Define membership criteria in the WG (e.g., attend X meetings, participate in Y manner, etc.)
   e. Define decision-making process (if voting, who has a vote etc.)
   f. Create a communications plan & materials for publicizing the new WG and its events
   g. Discuss ideas to identify/recruit an appropriate Department Sponsor (who, how recruited, etc.)
   h. Identify membership requirement (e.g., formal sign-up process, attend a minimum number of meetings/year, actively participating in maintenance/development activities to grow the WG, etc.)
   i. Identify some preliminary measures of success (e.g., X group activities/year, increasing the number of employees at meetings over some time period, etc.)
   j. Begin to develop a preliminary budget for the 1st 6-12 months of the WGs activities
4. Prior to the 1st meeting, the WG Co-Conveners should:
   k. Connect with existing WG Co-Conveners to learn from their experience and create the possibility for on-going partnerships
   l. Implement the communications plan to create widespread awareness of the new WG. This might include e-mail blasts, fliers, notices on the HR and Inventing Our Future websites, networking among staff, inclusion in HR’s New Employee Orientation sessions, etc.
   m. Create basic materials (paper and/or web) to introduce the WG to Institute employees
5. For the first meeting with other employees, the WG Co-Conveners should:
   a. Draft preliminary ideas for program/events for the 1st six months for discussion at the meeting
   b. Solicit names for the group and communicate the process for name selection
c. Solicit ideas for the group’s mission and/or solicit feedback on the previously drafted mission statement
d. Solicit ideas for the WG’s initial goals and/or solicit feedback on the previously drafted goals

6. After the 1st meeting, the WG Co-Conveners should communicate the WG’s name and use it to create print/web publicity materials

7. Within the first few meetings, the WG Co-Conveners should
   a. Get input on day, time, frequency, location of meetings
   b. Identify communications practices for the WG
   c. Set roles for members as needed (publicizing meetings, developing program ideas, liaison with other WGs or diversity groups, etc.)
   d. Finalize the WG’s mission and goals, including identifying short-medium-long term priorities
   e. Finalize upcoming program ideas for the WG
WGSSI BUDGET

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**TOTAL Cost Element 420226 - Materials and Services**

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**TOTAL Cost Element 420318 - Recreation Related Expenses**

823.75
## DETAIL TRANSACTION REPORT

**Company:** Mass. Inst. of Technology  
**Working Group:** CARMICHAEL /MICHELLE M  
**Address:** CARMICHAEL /MICHELLE M  
**Room:** NE49-5000  
**Supervisor:**  
**Company:** CLIBERTY  
**Address:** THE KENDALL  
**Room:** CAMBRIDGE, MA  
**Date:** July 2015 - June 2016  
**Type** | **Document** | **Trans Date** | **Description** | **Amount** | **Check**  
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**TOTAL Cost Center 1642400**

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NO BUDGET REQUESTS from…

1. Archive

2. Artists Beyond the Desk (ABD)

3. Civility and Respect at MIT

4. Communications

5. Membership  
   *(WGSSI Appreciation Luncheon took the place of the Yearly Annual Support Staff Luncheon)*

6. Past Co-Convener Advisory Group *(new group)*

7. Pumping, Parental Leave and Pre-School Committee
Conclusion...

WGSSI 2015-2016 was a very good year, thanks to the members of WGSSI and the “great” co-chairs.