

WORKING GROUP ON SUPPORT STAFF ISSUES

**END OF YEAR REPORT**

2016 - 2017

Submitted June 30, 2017

Senior Co-Convener: Julie Lindley  
Junior Co-Convener: Barbara Keller  
[wggssi.mit.edu](http://wggssi.mit.edu)

## **MISSION STATEMENT**

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 WGSSI.

## LEADERSHIP

Leadership presents many opportunities to learn about the administration and complexities of management at MIT. Leadership of the WGSSI has undergone major changes during my year of service regarding support from both Human Resources and the junior co-convener.

### Human Resources

Jodie Nosiglia, Human Resources Officer replaced Michelle Carmichael as the liaison between WGSSI and Human Resources. This was announced at the August 2016 meeting where Lorraine Goffe-Rush was the keynote speaker.

### Senior Co-Convener

Julie Lindley was selected as the co-convener. This was the first time where a co-convener did not serve as a junior co-convener prior to becoming a senior co-convener.

### Junior Co-convener

Barbara Keller was selected as the junior co-convener.

### Subcommittee Co-chairs

The work of the WGSSI is accomplished chiefly through active subcommittee service. Nine subcommittees comprise the WGSSI, and each is led by a chair, or team of co-chairs. Meetings with the co-convener and subcommittee co-chairs are held on a need-basis.

## ACCOMPLISHMENTS AND HIGHLIGHTS

### WGSSI

The co-conveners sent out a Qualtrics survey to all WG members asking for their input on what they are looking for from the WGSSI for FY17. We were quite happy to see the results of our efforts from the Qualtrics survey which serve as metrics (see Appendix A). In sum, 80% was the average, with one category at 70%. Since Barbara and I were both new to each role as senior and junior co-conveners, respectively, the results were above average.

Also, we feel the addition of 52 new members within one year indicates the good results we've accomplished with the WG members eliciting new members without any type of membership drive.

A new brochure was designed by our newly formed Design Skills subcommittee. (See Appendix C).

*was updated*  
*was updated*  
~~As senior co-conveners I updated~~ the website to make it user friendly. ~~I updated~~ all pages, added new ones, created links for past year end events to make the website more robust. Templates were also added to the website for future co-conveners to be able to function in their role seamlessly.

We also created an orientation brochure to help the new co-conveners(s) know what steps are involved and how to move forward through the coming year with the fundamentals of a leadership role. We understand that each new leader(s) brings different talents and accomplishments to the WGSSI. The orientation brochure was designed to help with the functionality of the role.

### Subcommittees<sup>1</sup>

Throughout the academic year, the monthly *Choose-to-Reuse* event at the Stata Center managed by the **Working Green subcommittee** takes place every third Thursday of each month and is open to everyone at MIT, for dropping off donations, finding new treasures, or volunteering to staff the event (metrics found in Appendix B).

Monthly performances held at the MIT Chapel are managed by **Artists Beyond the Desk subcommittee** to entertain and inspire an audience between 15 to 75+ members of the MIT community.

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<sup>1</sup> For details on accomplishments for all subcommittees, see Appendix C.

Civility & Respect and the Professional Development subcommittees have a roster of accomplishments throughout FY17 (see Appendix C for Civility & Respect and the Professional Development Year End Report for details).

Below is a chronological list of WGSSI-sponsored events and monthly meeting highlights.

### **September 2016**

- WGSSI monthly meeting reporting out on the WG survey (attached as Appendix A) sent to all WG members.
  - 47 attended
    - 33 WG members
    - 10 guests
    - 4 resource people

### **October 2016**

- Working Green subcommittee's Annual Fall Fun Event, "How Does your Garden Grow", was an interactive discussion with sharing and learning about how our gardens grow held on October 31, 2016, 6-104.
- Co-Chair meeting held on October 17, 2016. Topics discussed:
  - FY17 plans from subcommittees
  - Overview of new website

WGSSI monthly meeting with guest speaker, Susy Jones on the topic of Access MIT initiative.

- 36 attended
  - 30 WG members
  - 5 guests
  - 1 resource person

## November 2016

*“Working Group on Support Staff Issues Hosts Workshop on Sponsored Accounting”*, VPF December 2016 Statement. The workshop was organized by the Professional Development subcommittee of the Working Group and VPF’s Doris Drake. The workshop was designed to give administrative assistants and other support staff an overview of general accounting operations with an emphasis on sponsored research accounting procedures.

WGSSI monthly meeting with guest speakers, Bara Litman, Program Manager and Alison Magee, Senior Vice President, Clinical Services to discuss MyLifeServices Program.

41 attended

- 25 WG members
- 14 guests
- 2 resource people

## December 2016

[Learn and Leverage Your Brilliance](#), a career coaching workshop and e-course program held on December 7, 2016 (4-251). Presented by Debra Wong, Sloan MBA and former employee

Annual Event Planner’s Luncheon – Kendall Hotel – over 40 attended this event hosted by the Kendall Hotel in support of MIT’s business and event planners who are members of the WG.

Meeting with Membership subcommittee on challenges and solutions in keeping the list current and accurate.

WGSSI Annual Workshop: Performance Development: Your role in Your Performance Review

- Presented by Jodie Nosiglia, HRO on Friday, December 9, 2016, Media Lab. Thirty three attended the workshop.

The fourth annual Winter Craft Fair was held December 1 and December 2 along the Stata Center Student Street and showcased artisans from across the MIT community: students, staff, and faculty.

## January 2017

Co-chair meeting held January 10, 2017, 4-105. Topics covered:

- Participating in Careers Across MIT
- Planning End of Year Retreat – Endicott House
- Updates from subcommittees
- Redefining WG

## February 2017

WGSSI monthly meeting, Atlas Service Center (E17) tour given by Kathleen Flynn, Manager of the new Center. **Cancelled due to snow storm.**

## March 2017

Co-Chair meeting held on March 21, 2017. Topics discussed:

- Further updates added to the WGSSI website
- Final review of Endicott House Agenda
  - Presented idea of an outside speaker and it was voted by all members 'yes'.
- Schedule for Careers Across MIT volunteers

WGSSI monthly meeting, guest speaker, Anna Robinson and Ronnie Mae Weiss, Work Life Center on the new Flex Work Time Pilot.

58 attended

- 42 WG members
- 14 guests
- 2 resource people

## April 2017

WGSSI monthly meeting, guest speaker, Joyce Lee, Web Tools Marketing Manager, Aperian Global on *GlobeSmart*.

42 attended

- 28 WG members
- 14 guests
- 1 resource person

## May 2017

WGSSI monthly meeting, guest speaker, Stephanie Kloos, Associate Director of Recreation, Programs and Fitness (DRAPER).

34 attended

- 24 WG members
- 10 guests

Careers Across MIT exposed more than 600 people to the WGSSI committee efforts and accomplishments of the past year. Six members volunteered their time to staff the table, and reached out to support staff colleagues.

Two new members joined as a result of our participation at the event

## June 2017

- End of Year Retreat held at the Endicott House, Thursday, June 15, 2016, 8:00 a.m. – 3:00 p.m. Forty attended the end of year retreat. (See Appendix D).

## Working Group on Support Staff Issues

### 2016-2017 Meetings

The monthly meeting of the WGSSI followed the following format: (1) lunch tasting by a local caterer opened the meeting, with networking opportunities at 11:45 AM; (2) following a 3-minute presentation by the caterer, the business meeting occupied the hour, Noon – 1:00 PM.

| Date              | Time            | Location   |
|-------------------|-----------------|--|
| September 8, 2016 | 12:00 – 1:00 pm | 6-104  |
| October 19, 2016  | 12:00 – 1:00 pm | 4-331  |
| November 10, 2016 | 12:00 – 1:00 pm | NE49-3 <sup>rd</sup> Floor                         |
| December 1, 2016  | 12:00 – 1:00 pm | Media Lab, 6 <sup>th</sup> Floor                   |
| February 9, 2017  | 12:00 – 1:00 pm | E17, 1 <sup>st</sup> Floor – Cancelled - snowstorm |
| March 9, 2017     | 12:00 – 1:00 pm | E52-252  |
| April 13, 2017    | 12:00 – 1:00 pm | E52-252  |
| May 11, 2017      | 12:00 – 1:00 pm | NE49-5000  |
| June 15, 2017     | 9:00 – 4:00 pm  | Endicott House                                     |

## SUBCOMMITTEES

### **Archiving the History subcommittee - [inactive]**

**Mission:** It is the mission of the Archives Committee to preserve the integrity of the history of the Working Group on Support Staff Issues by cataloguing information the currently consisting of 4 boxes of materials in the MIT Archives and to ensure recent material is added to the current collection.

### **Design Skills subcommittee [new for FY17]**

**Mission:** Work on design projects for WG and on current design projects that come up in members' departments when these individuals require assistance and/or inspiration.

### **Artists Beyond the Desk subcommittee**

**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.

### **Civility & Respect at MIT subcommittee**

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."

### **Communications subcommittee**

**Mission:** It is the mission of the Communications Committee to maintain, monitor and troubleshoot the supstaff@mit.edu mail list and –under direction of the Co-conveners to disseminate through the list information valuable to support staff throughout the Institute. The committee will manage WGSSI web site, including content; post information on Yammer; provide communications support to other committees. Review and revise as necessary WGSSI promotional brochure and other materials. Review and advise on new communications technologies, including calendar.

### **Craft Fair subcommittee**

**Mission:** Reach out to MIT Community crafters including student groups so that they have a venue to sell their crafts in late Fall and possibly Spring in order to raise funds for the WG to use for outreach.

### **Green subcommittee**

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

**Membership subcommittee**

**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.

**Professional Development subcommittee**

**Mission:** Professional Development Resource Committee helps support staff achieve performance excellence in the workplace and advocates for resources to assist MIT employees especially for work-related projects.

**Pumping, Parental Leave and Pre-School subcommittee**

**Mission:** The goal of the PPP Task Group is to revisit MIT's policies on maternity leave, pumping, and childcare cost/availability in hopes of improving some of the benefits for support staff.

**APPENDICES**

- **Working Group Member Survey – Appendix A**
  - **Membership feedback on plans for FY17**
  - **How did we do for FY17?**
- **New WGSSI brochure - Appendix B**
- **Subcommittees' End of Year Reports – Appendix C**
- **End of Year Retreat – Endicott House Agenda – Appendix D**

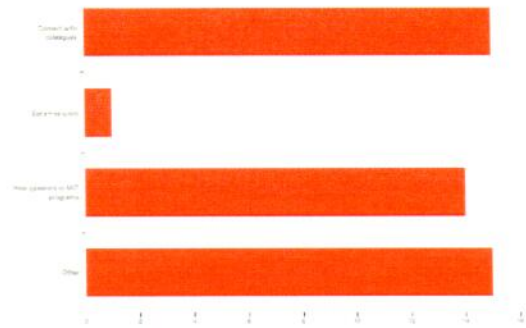
## APPENDIX A



## WGSSI Member Survey 2016

August 23, 2016

Q1 - What is the primary reason you attend the WGSSI meetings?



Q1 - What is the primary reason you attend the WGSSI meetings?

| Answer                        | %      | Count |
|-------------------------------|--------|-------|
| Connect with colleagues       | 33.33% | 15    |
| Eat a free lunch              | 2.22%  | 1     |
| Hear speakers on MIT programs | 31.11% | 14    |
| Other                         | 33.33% | 15    |
| Total                         | 100%   | 45    |

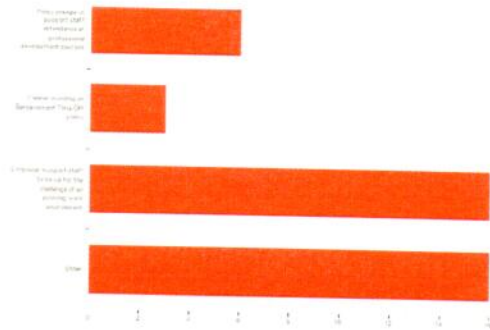
Q1 - What is the primary reason you attend the WGSSI meetings?

| Other  |
|--|
| learning new things. There used to be a learning component                               |
| This will be my first time. It was recommended by a coworker.                            |
| all above  |
| professional development   |
| professional development   |
| Hear latest news and policies  |
| 1 and 3  |
| Connect with colleagues, share info.   |
| are you serious about "eat a free lunch" - would that ? even be asked of any other group |
| all of the above   |
| All of the above!  |

Q1 - What is the primary reason you attend the WGSSI meetings?

|  |
|--|
| Other  |
| Connect with colleagues and hear speakers on MIT programs  |
| I haven't been in ages, but I am still interested.   |
| All of the above   |
| WG-Allows us to speak about issues that are important to us and help us to take action when needed |

Q2 - What are you hoping the committee will accomplish for you this year?



Q2 - What are you hoping the committee will accomplish for you this year?

| Answer   | %      | Count |
|--|--------|-------|
| Policy change on support staff attendance at professional development courses    | 14.63% | 6     |
| Clearer wording on Bereavement Time Off policy                                   | 7.32%  | 3     |
| Empower support staff to be up for the challenge of an evolving work environment | 39.02% | 16    |
| Other  | 39.02% | 16    |
| Total  | 100%   | 41    |

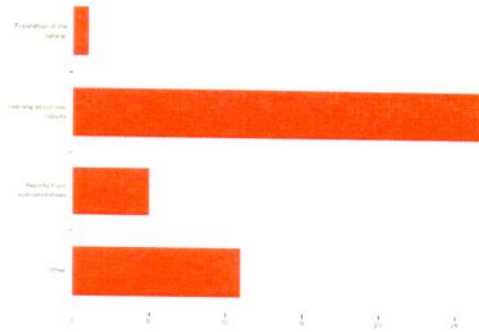
Q2 - What are you hoping the committee will accomplish for you this year?

|   |
|---|
| Other   |
| encouragement for support staff flexible working arrangements/work from home schedules  |
| learn new skills, class offering  |
| allow support staff to work from home   |
| I hope the WGSSI can continue to work with Ed Bertschinger on issues of equity and fairness. Within the last couple of years, two friends (and both members of WGSSI) have been laid off or forcibly retired from MIT. Both went through the process of escalating their requests for help up to the Ombuds office. While I am not privy to all the details, I have a strong belief that they were not treated fairly. This is very frustrating. The fact that both were members of WGSSI add a particular irony to their stories. Would having a union in place have helped? Who knows. Can Ed Bertschinger's endeavors help? Again, who knows. I hope something can be done to prevent others from suffering from bad bosses and a system that seems not to work for the support staff. |
| The last choice with communication to the local HRs in DLCs   |
| Changes to policies about staff taking MIT classes and funding for them   |
| learn about staff conditions  |

Q2 - What are you hoping the committee will accomplish for you this year?

| Other   |
|---|
| Continue scheduling time with Lorraine Goffe-Rush               |
| all of these  |
| all   |
| all of the above  |
| All of the above!!  |
| Empowering staff is good, but concrete results are even BETTER. |
| All of the above  |
| all of the above?   |
| Work on obtaining a better sick time policy for support staff   |

Q3 - What is your favorite part of the meetings?



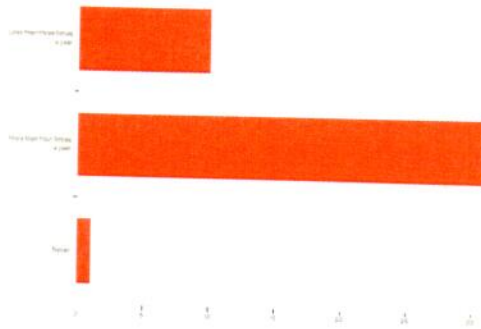
Q3 - What is your favorite part of the meetings?

| Answer                      | %      | Count |
|-----------------------------|--------|-------|
| Explanation of the caterer  | 2.27%  | 1     |
| Learning about new rollouts | 61.36% | 27    |
| Reports from subcommittees  | 11.36% | 5     |
| Other                       | 25.00% | 11    |
| Total                       | 100%   | 44    |

Q3 - What is your favorite part of the meetings?

| Other  |
|--|
| This will be my first meeting, everything sounds interesting, even the caterer |
| meeting new people   |
| Don't know yet - first time.   |
| connect with colleague, updates and training                                   |
| things that dig in more than an overview or survey                             |
| all  |
| Caterer and Reports are both interesting                                       |
| All of the above.  |
| connecting with colleagues   |

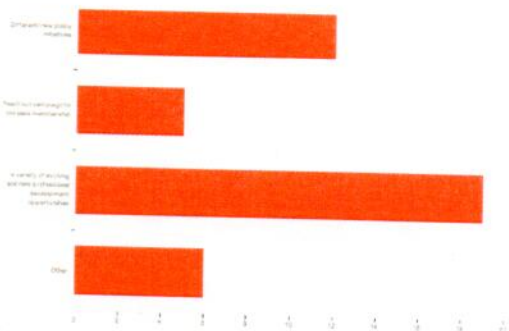
Q4 - How often do you come to the WGSSI meetings?



Q4 - How often do you come to the WGSSI meetings?

| Answer                       | %      | Count |
|------------------------------|--------|-------|
| Less than three times a year | 23.81% | 10    |
| More than four times a year  | 73.81% | 31    |
| Never                        | 2.38%  | 1     |
| Total                        | 100%   | 42    |

Q5 - What would you like to see the WGSSI work on in the future?



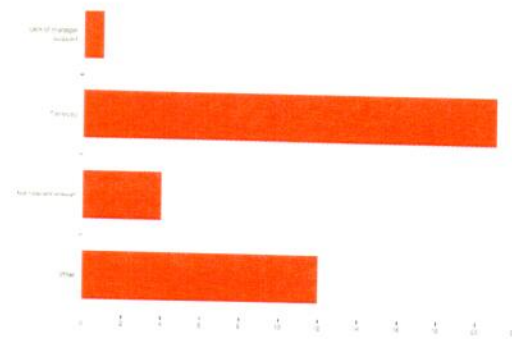
Q5 - What would you like to see the WGSSI work on in the future?

| Answer   | %      | Count |
|--|--------|-------|
| Different/new policy initiatives                                     | 28.57% | 12    |
| Reach out campaign to increase membership                            | 11.90% | 5     |
| A variety of exciting and new professional development opportunities | 45.24% | 19    |
| Other  | 14.29% | 6     |
| Total  | 100%   | 42    |

Q5 - What would you like to see the WGSSI work on in the future?

|  |
|--|
| Other  |
| Besides new policy initiatives, see above about Equity.  |
| all of the above   |
| 1&3, possibly more: how to set up a structure and also solve how best to help support (& other) staff at MIT |
| all of these   |
| All of the above.  |

Q6 - What keeps you from coming to the meetings more often?



Q6 - What keeps you from coming to the meetings more often?

| Answer                  | %      | Count |
|-------------------------|--------|-------|
| Lack of manager support | 2.63%  | 1     |
| Too busy                | 55.26% | 21    |
| Not relevant enough     | 10.53% | 4     |
| Other                   | 31.58% | 12    |
| Total                   | 100%   | 38    |

Q6 - What keeps you from coming to the meetings more often?

|  |
|--|
| Other  |
| usually attend all session   |
| This is my first meeting. I'm still relatively new.  |
| I have a standing appointment that overlaps with WGSSI   |
| Occasional scheduling conflicts  |
| location I am at E90-  |
| n/a  |
| Scheduling conflicts   |
| something comes up at work; that's the nature of support staff work  |
| NA   |
| Difficult to leave office during busy times, especially lunch time. However, lunch time seems like the perfect time, so please keep that time. |
| N/A  |

Q6 - What keeps you from coming to the meetings more often?

Other

no one to cover my role

# How Did we Do?

June 13th 2017, 9:57 am MDT

Q1 - Did you find the meetings helpful in your professional and/or personal life?

| # | Answer    | %      | Count |
|---|-----------|--------|-------|
| 1 | Fair      | 18.18% | 4     |
| 2 | Good      | 31.82% | 7     |
| 3 | Excellent | 50.00% | 11    |
| 4 | Other     | 0.00%  | 0     |
|   | Total     | 100%   | 22    |

Q2 - Were you provided needed professional development opportunities?

| # | Answer    | %      | Count |
|---|-----------|--------|-------|
| 1 | Fair      | 8.70%  | 2     |
| 2 | Good      | 39.13% | 9     |
| 3 | Excellent | 39.13% | 9     |
| 4 | Other     | 13.04% | 3     |
|   | Total     | 100%   | 23    |

Q3 - Did you feel the meetings helped empower you for the evolving work environment?

| # | Answer    | %      | Count |
|---|-----------|--------|-------|
| 1 | Fair      | 17.39% | 4     |
| 2 | Good      | 30.43% | 7     |
| 3 | Excellent | 39.13% | 9     |
| 4 | Other     | 13.04% | 3     |
|   | Total     | 100%   | 23    |

Q4 - Have you volunteered your time to help with WGSSI events?

| # | Answer  | %      | Count |
|---|---|--------|-------|
| 1 | Yes   | 77.27% | 17    |
| 2 | No  | 0.00%  | 0     |
| 3 | If no, please explain what gets in the way of volunteering. | 22.73% | 5     |
|   | Total   | 100%   | 22    |

Q4 - Have you volunteered your time to help with WGSSI events?

| If no, please explain what gets in the way of volunteering.                                 |
|---|
| Usually time  |
| permission to be away from my desk, from my supervisor                                      |
| My position is such that I would have to cancel alot of the time due to changing priorities |
| not enough time   |
| not many events/dates to choose from; Thursday not a good day                               |

## APPENDIX B

## what we've done

Since 1975, the Working Group on Support Staff Issues has been the catalyst for significant improvements in the lives of MIT's support staff.

WGSSI has spearheaded improved policies and procedures and has advocated for additional benefits for support staff such as:

- Tuition Assistance
- Parental Leave
- Working Parents' Issues
- Domestic Partner Issues / Benefits
- Personal Leave
- Career Development
- MITemps
- Salary Reviews
- Support Staff Classification System
- Vacation Accrual on Anniversary Date
- Grievance Issues
- Recognition of Long-term Service
- Health and Safety Information
- Sexual Harassment
- Retirement Planning
- Work/Life Balance

## how to join

Apply at:

<http://wgssi.mit.edu/wgssi-membership-application>

Join our supstaff email list at:

<http://wgssi.mit.edu/mailling-list>

## contact us

bring your questions,  
thoughts, and  
concerns

Email us: [wgcc@mit.edu](mailto:wgcc@mit.edu)

Visit our website: <http://wgssi.mit.edu>



# WGSSI

WORKING  
GROUP  
ON  
SUPPORT  
STAFF  
ISSUES

## who we are

Sponsored by MIT Human Resources, the WGSSI was established in 1975 and consists of Support and Administrative Staff throughout the Institute who provide professional development opportunities, learn about new roll-outs and initiatives, and connect with colleagues.

The Working Group on Support Staff Issues is open to staff and support staff throughout the Institute and Lincoln Labs.

### WGSSI Subcommittees:

Artists Beyond the Desk  
Civility and Respect at MIT  
Communications  
Craft Fair  
Design Skills  
Membership  
PPP (Pumping, Parental Leave and  
Preschool Committee / lactation rooms  
on campus  
Professional Development  
Working Green

## what we do

### We...

**invite** your ideas and suggestions and we make your voice heard.

**form task groups and committees** to address areas where change and improvement is possible.

**communicate** relevant information to support staff during monthly meetings throughout the academic year.

**provide professional development** opportunities from experts within and outside of MIT.

have **guest speakers** from around the Institute.

**network:** WGSSI is a great place to meet the people who know how to get things done at MIT!

## APPENDIX C

## YEAR END REPORT FY17

### Design Skills

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**Mission:** To work on design projects for WG and on current design projects that come up in members' departments when these individuals require assistance and/or inspiration.

**Co-Chairs:** Gina Franzetta

**Subcommittee Members:** Barbara Keller, Ryan Kendall, Helen Yap, Janet Sabio Maslow, Kim Strampel and Lauralyn Smith, Julie Lindley

**Meeting dates:**

- April 20, 2017
- September 11, 2017:

**Accomplishments/Events:** Designed new WG brochure and presented our new WG brochure at the Careers Across MIT held in May 2017.

**Plans/projections for FY18:**

- **A revision of the WGSSI brochure** the team decided we should improve the image used with a cleaner replacement.
- **The WGSSI banner** discussions on images and content on the banner. What should the content be? A list of the groups is listed in the "Text WGSSI groups" in the shared folder shown below.
- **Create a style sheet for the aforementioned and all future projects.** discussions on color schemes, fonts, and other aesthetics to build the WGSSI brand identity.
- **The DSS logo.** come up with a logo for FY18.



## *Artists Beyond the Desk*

### YEAR END REPORT 2017

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**Mission:** Create opportunities for staff creative artistic expression beyond their MIT position and showcase the events for MIT community enjoyment.

**Co-Chairs:**

Jim Eggleston, Co-Chair

Joe Hankins, Co-Chair, Performing Arts Director

Barbara Keller and Kelly Hopkins | *June 1, 2016 – December 31, 2016*

**Subcommittee Members:**

Deborah S Davies

Shirley A Entzminger, *Visual Arts Director*

Graham Haskin, Graphic Artist

Julia C. Hollingsworth-Brown

Barbara Keller

Siyu Lu

Joanna MacIver

Lisa Maloney

Kate J Moynihan

Ellen Ryder Griffin, Photographer

Karen E Semerjian

Christina Spinelli

Amy Taber

Gracie D White, Graphic Artist

Thomas P White

Weijia Zhang

**Financial Assistant**

Christine Maglio

**Meeting(s):**

ABD met three times during the FY16-17 – in August 2016, March 2017, and May 2017.

### **Ongoing Goals:**

Offer performance opportunities to support staff and staff of the MIT Community, Draper Laboratory and Lincoln Lab, for the enjoyment of their fellow community members, through the MIT ABD events.

Provide a year round schedule of programs in the MIT-Chapel (W15) or Killian Hall (14W-111), 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, Draper Labs and Bates Accelerator, by providing effective publicity and event logistical support.

Maintain a strong, organized, efficient ABD Committee structure and self-perpetuating ABD Programs, 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 16, 2017

### **Accomplishments:**

Artists Beyond the Desk sponsored 16 performances during the Fall 2016-Spring 2017 year. All performances were held in the MIT Chapel (W15).

From July 1, 2016, through May 26, 2017, between 15 to 35+ members of the MIT community and Lincoln Lab have shared their artistic talents with colleagues, students, faculty, and the public. The majority of these talented people were support staff joined by administrative staff, technical assistants, 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.

\*See Appendix A for a complete list of performances

### **Current Project**

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

### **Tentatively in discussion...**

ABD is hoping to have a 35 year celebration event for MIT and Lincoln Lab later this year. Date /Time/location to be determined.

### **Funding:**

Based on the ABD committee's past performance and use of CAMIT granted funds in 2016, 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.

Council for the Arts, June 2017 for FY2017                      \$7,500.00

### **Gifts-in-Kind:**

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

Campus Activities Complex waived space rental charge in the MIT Chapel for Fall 2016 and Spring 2017 ABD Concerts/performances.

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

Audio-Visual charges half price on equipment.

### **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 funds cover publicity, posters and audio visual equipment for the 2016/2017 events, with a minimal amount going towards artist amenities.

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

Directory (Connect with Artists) advertises artists who are available to be booked for MIT Departmental functions.

### **FY 2017- 2018:**

Work in process (approximately 14 - 16 events will be planned between 9/01/17 and 6/30/18)

1. 2017-18-- Fall and Spring Performing Arts Series in Killian Hall or the Chapel
2. 2017-18-- Fall and Winter Literary Art Events in Killian Hall or the Chapel
3. 2017-18-- Fall and Spring - Meridian Singers semi-annual event in MIT's Chapel
4. 2017-2018-- IAP -- ABD mini Concert in either Killian Hall or Little Kresge Auditorium
5. 2017-2018 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 -- Fall and Spring and in two locations, Stata and Student Center W20

### **Other endeavors/suggested projects:**

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 outside impresario, entertainer, or artist to campus to share their gifts, suggestions, talents -- in a 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, Steve Diamond and the Copy Technology Centers, 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 -- 2016-2017-- Artists Beyond the Desk  
James Eggleston  
Joseph Hankins

## **YEAR END REPORT 2017**

### **Civility and Respect Committee**

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#### **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 explores 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. This committee will contribute to a more civil and respectful work environment to embrace President Reif's vision of "One Community."

#### **Co-Chairs:**

**FY2017: Gayle Sherman & Beth Klein**

**FY2018: Beth Klein & Shirley Entzminger**

#### **Subcommittee Members:**

Shirley Entzminger  
Jackie Erbstein  
Therese Henderson  
Claudia LaBollita-James (Retired from MIT, May 2017)  
Barbara Keller  
Ruth Levitsky  
Jay Matthews  
Joanne A McHugh  
Stacy-Ann Wint

**Meeting(s) [date of meetings/summary only/attendees]:**

- July 26, 2016
  - Attendees: Shirley Entzminger, Barbara Keller, Gayle Sherman, Beth Klein, Claudia LaBollita-James
  - Summary: Discussion of the Community Dialog held earlier in July, and inequities on campus discussed in these small groups along with strategies for productive conversations.
- September 1, 2016
  - Attendees: Shirley Entzminger, Barbara Keller, Gayle Sherman, Beth Klein, Claudia LaBollita-James, Therese Henderson
  - Summary: Discussion of shared reading materials, letters of condolence to MIT Police, tentative goal planning for the academic year.
- September 22, 2016
  - Attendees: Shirley Entzminger, Barbara Keller, Stacy-Ann Wint, Gayle Sherman, Beth Klein, Mary Rowe
  - Summary: Discussion of WG website and content added by Gayle, a possible book/reading group was proposed by Beth, Mary offered to work with us as a liaison with the MIT administration to address ongoing experiences of inequity and unfairness some support staff encounter, and discussion of addressing inconsistencies by DLC's regarding bereavement time for support staff.
- May 19, 2017 (Farewell dinner for Claudia)
  - Attendees: Claudia LaBollita-James, Gayle Sherman, Ruth Levitsky, Shirley Entzminger, Joanne McHugh
  - Review of accomplishments and discussion of committee activities going forward

**Accomplishments/Events:**

Committee members exchange emails and ideas frequently to share opportunities for exploring issues of civility, respect, and inclusion on campus and elsewhere. In particular, the MIT Libraries Committee for the Promotion of Diversity and Inclusion (CPDI) distributes a weekly announcement of recommended readings and events that is shared with CCR.

The MLK Visiting Scholars and Professors program in partnership with the ICEO office presents monthly lunch seminars. Several of these events were attended by committee members, to show our support and interest in scholars who will explain their research in nontechnical terms to all members of the MIT community.

July 12, 2016 & July 21, 2016

Sadly, letters of condolence were sent to John DiFava and the MIT Police with sympathy and in recognition of the pain and vulnerability the police officers experience with the horrific loss of life to fellow officers across the country, and in appreciation for their dedication to everyone in the MIT community. Gayle's letter (7/12) and Beth's letter (7/21) were sent on behalf of the entire committee.

### A Community Dialogue Responding to Recent Tragedies, July 13, 2016

Gayle was asked to serve as a facilitator at this ICEO-sponsored conversation, following the shooting deaths of innocent black men by police, and of Dallas police officers. Facilitator prep session, powerful and emotionally charged lunchtime discussion/event, and post-event facilitator discussion plus online communications. Beth, Shirley, Claudia, Therese attended this event as well, each joining a different table of 10 community members from all ranks and affiliations.

### WGSSI Website (note, URL added in paragraph)

Gayle updated the Civility and Respect page on the WG website, providing links to relevant information. She included the committee's end of year report from June 2016. See <https://wgssi.mit.edu/about/subcommittees/civility-and-respect-mit>

### White Privilege Symposium: October 2016

Therese attended the symposium with funding from Sloan. Gayle attended a portion of this symposium. Unfortunately, the event was over-subscribed though the ICEO office had generously offered to fund both Beth and Gayle.

### Statement of Unity: November 2016

Beth suggested that committee members wear safety pins as a message to our MIT colleagues that we object to the election rhetoric of divisiveness and marginalization.

### MIT Reads

Beth attended the MIT Reads program for the book, *Redefining Reality* by Janet Mock dealing with transgender issues. This is a book discussion program initiated by Libraries and open to everyone in the MIT community.

### Nomination for Martin Luther King, Jr. Leadership Award

Gayle submitted a nomination for the Martin Luther King, Jr. Leadership Award, with input from members of this committee. Although the nominee did not win this year, Gayle was encouraged to resubmit the nomination next December.

### MLK Breakfast: February 2017

Beth and Shirley attended the MLK Breakfast in Boston courtesy of the ICEO department. Beth had numerous discussions with Ed Bertshinger about the value of MIT as a whole becoming more involved with social justice groups outside of our community.

### MIT MLK Annual Celebration: February 2017

Most committee members broke bread together at the annual MIT community celebration of the life and legacy of Martin Luther King Jr. We listened to an inspired presentation, and discussed ways to bring the methods of inclusion into our own DLC research and office environments.

#### Film: I am Not Your Negro: February 2017

Gayle suggested that our committee attend a screening of the above film on Saturday February 4; this screening was promoted by MIT. Gayle, Claudia, and Beth attended and saw many staff there including Ed Bertshinger. The film was so inspiring and so laden with sadness as it chronicled racial injustices before, during, and after the civil rights movement from the 1960's. Gayle, Claudia, and Beth then had a passionate and honest discussion about civil rights in general including the current state of incivility and entitlement at MIT and the world at large.

#### Bobby Seale Lecture at Lesley University: March 2017

Beth obtained tickets to a lecture by Bobby Seale, one of the founding members of the Black Panther Party. Offers to attend were extended to the committee and when no one was able to attend, Beth offered two tickets to Ed Bertshinger who gladly and gratefully accepted. Since he has been such a loyal ally for our committee, offering him this opportunity was very satisfying. He attended with the president of the Black Graduate Students Association.

#### MIT Day of Engagement, Day of Action: April 2017

The C&R Committee issued an email asking for volunteers to help with this large, MIT-wide event representing the WG and the Civility and Respect Committee. There wasn't a strong showing of interest, so we encouraged everyone to volunteer with his or her DLC if appropriate.

Unfortunately, we learned that support staff would be required to use either personal or vacation time if volunteering or attending any of the sessions. This was a very disappointing development. Beth, Gayle, Ruth, and Shirley volunteered on their own time and noted the real need for more volunteers. This is something the committee may want to address for the coming year.

#### Summer Reading Group in conjunction with WG Professional Development Committee:

Ruth Levitsky suggested that the Civility and Respect and the Professional Development Committees co-sponsor a reading group over the summer. The book is entitled "Mastering Civility-A Manifesto for the Workplace" by Christine Porath. Beth offered to put together a discussion guide with talking points. The books were purchased and some were distributed.

#### Employee Resource Group (ERG) on Disabilities: May 2017

This is the newest ERG to form. Beth joined and will report on how the Civility and Respect Committee can support MIT employees with disabilities.

**YEAR END REPORT FY17**  
**Communications Subcommittee**

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Mission: Keeping our WG members and support staff current with any communications sent to the MIT community and forwarding this communication to Support Staff and the WG.

Co-Chair: Olga V Parkin

Subcommittee Members: Lynn Dell and Jim Eggleston

Meetings: No formal meetings were held during this fiscal year

Accomplishments/Events: The website has been updated with the help of the Co-conveners and Jim. We are grateful for their dedication and resourcefulness in this effort.

The wg e-mail list is maintained by the membership committee. The support staff e-mail list is maintained with new subscriptions and removal from the list. All notices for posts are processed by this committee along with the Co-Conveners. There are 1,259 members currently on the e-mail list.

Community Support/Sponsorship: None

Projections for FY17: Due diligence is required in order to keep all materials up to date especially with regard to the websites.

Respectfully submitted  
Olga Parkin

## YEAR END REPORT FY17

### WGSSI-Craft Fair

[craft-fair.mit.edu](http://craft-fair.mit.edu)

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**Mission:** Our goal is to reach out to the MIT community crafters, including student groups, so that they could have a venue to sell their crafts in late fall/early winter and spring, in order to raise funds for the WG to use for outreach.

**Co-Chairs:** Jean Belbin & Lisa Morin

**Subcommittee Members:** Kelly Hopkins, Shirley Entzminger and Erica Ratti (New Member) and we are actively looking for additional members to join our group.

**Meetings:** We have not scheduled any meetings as of today, we will be scheduling meeting shortly.

**Accomplishments/Events:** Winter Craft Fair 2015 and Winter Craft Fair 2016

**Projections for next fiscal year:** Winter Craft Fair November 30<sup>th</sup> and December 1<sup>st</sup>, 2017

## YEAR END REPORT FY17

### Working Green

**Mission:** The mission of the MIT Working Green Committee 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.

**Co-Chairs:** Ruth Davis, Rebecca Fowler, Meagan Riley

**Subcommittee Members:** see attached Excel list

**Meeting:**

New Members Welcome Lunch May 25, 2017 (10 attendees)

End of Year Business Meeting on June 23, 2017 (17 attendees)

**Accomplishments/Events:**

Choose to Reuse every month from September 2016 to May 2017

- Averaging 204 people attending per month and 60 people dropping off items each month
- Average 799 items dropped off per month and 591 items taken per month (3 per person)

How does your garden grow? event on October 31, 2016 (12 attendees)

Holiday Party on December 22, 2016 (17 attendees)

Reuse and Repair Fair (over 200 attendees at multiple events)

Jewelry Swap on March 22, 2017 (14 attendees)

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| Emilie Heilig               | <a href="mailto:ehelig@mit.edu">ehelig@mit.edu</a>   |

# **WGSSI Membership Committee**

## **END OF YEAR REPORT – JUNE 2017**

### **Current Committee Members:**

**Co-Chairs:** Barbara Smith & Trudi Walters

**Members:** Valerie Alleyne, Antoinette Browne, Shauna Bush-Fenty, Mandy Chan, Lena Davis, Anne Deveau, Ruth Evensen, Margie Ferreira, Karen Fosher, Carol Frederick, Donna Gale, Angela Garraway, Sarah Green, Emilie Heilig, Theresa Howell, Shelly Isaac, Peter Kearns, Anthony Livingston, Cornel Louis, Zina Queen, Joanne Reynolds, Anna Robinson, Patricia Shaughnessy, Marcia Tench-Mora, April White-Frager, Bryan Zaramba

**New Committee Members:** Donna Gale, Peter Kearns,

### **New WG Members:**

There was a total of 39 new WG members this fiscal year 2016-2017 with 2 of them joining the Membership Committee.

**Meetings:** No Meetings 2016-2017

**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:**

- 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.

### **FY 2017 Gifts-in-kind:**

- Membership Committee Co-Chairs, Barbara Smith & Trudi Walters continue to have outside caterers do tastings at the monthly WGSSI meetings:
  - a. Big Daddy Pizzeria (September)
  - b. Whole Heart (October)
  - c. Boston Burger (November)
  - d. Beauty Pizza (December)
  - e. Beauty Pizza (March)

- f. Jules Catering (April)
- g. Revco (Revolution Catering) (May)

**Gifts-in-kinds were submitted in the total amount of \$5,882 from all caterers.**

**Supporters:** I would like to sincerely thank my Co-Chair, Trudi Walters for filling the shoes of Marcia Tench-Mora as my Co-Chair. Trudi's help and support have been most appreciated. We would like to thank Zina Queen, Donna Fucillo, Shelly Isaac, Mandy Chan, Marcia Tench-Mora and if we left someone's name off, our 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 Cathy Bourgeois and Suzette Clinton have stepped out of the WGSSI. A promotion for Cathy Bourgeois at MIT and Suzette Clinton took a higher position outside of MIT at another University. We wish both Cathy and Suzette the best and we will miss them both. Their help and ideas over the years have been instrumental to the Membership Committee and they will be missed by us all.

The next fiscal year, we have to all pitch in and help and give help to other Task Group events, as well.

Respectfully submitted,

Barbara Smith & Trudi Walters, Co-Chairs, Membership Committee

## YEAR END REPORT FY17

### Professional Development Sub-Committee

**Mission:** To help support staff achieve performance excellence in the workplace and advocating for resources to assist MIT employees especially for work-related projects

**Co-Chairs:** Ruth Levitsky, Ruth Yiu, Cynthia Smith, Shirley Entzminger

**Subcommittee Members:** Juanita Battle, Sally Chapman, Doris Drake, Roshni Gohil, Rose Harvey, Tammy Holmstrom, Lori Homoleski, Jessica Jones, Kimberly Kennedy, Katie Mclean, Claudia LaBollita-James, Nico Lang, Jeanette Marchocki, Jennifer Meredith, Li Miao, Danielle Mizrachi, Juliette Pickering, Anna Pope, Eliana Runyon, John Runyon, Alison Sager, Wendy Scott, Debra Shafran, Sarah Summers, Maria Tsafoulis, Sonia Verma, Rinske Wijtmans

New subcommittee members joined in FY 2016: Katie McLean, Cindy Higgins, Flora Whitney, Sandra Hunley, Tom fisher, Megan Wong and Sarah Summers.

#### Meetings:

Ruth Levitsky and Ruth Yiu met initially to discuss workshop ideas on 8/10/16. After that, the subcommittee members (Ruth Levitsky, Ruth Yiu, Cynthia Smith and Shirley Entzminger) often discussed ideas via email exchanges.

#### Accomplishments/Events:

#### Workshops organized by the Professional Development Sub-Committee during FY 2016:

|           |                        |        |   |   |
|-----------|------------------------|--------|---|---|
| 9/30/2016 | 11:30 AM -<br>12:30 PM | 66-144 | Travel Workshop - Part I<br>Four Square Personalities | Roberto Escobar, MIT Travel   |
| 10/6/2016 | 12:15 PM -<br>1:15 PM  | 4-270  | Workforce - Emotional<br>Intelligence                 | Shannon Oleen   |
| 11/9/2016 | 12:15 PM -<br>1:15 PM  | 4-231  | Accounting Workshop                                   | Pamela Schickling Buckley,<br>Assistant Controller,                       |
| 4/26/2017 | 12:30 PM -<br>1:30 PM  | 2-106  | MIT Housing Workshop                                  | Tasha Coppett, Assistant<br>Director, Graduate and Off-<br>Campus Housing |

**Workshop organized by Galye Sherman and supported by us:**

|           |                   |        |                                  |            |
|-----------|-------------------|--------|----------------------------------|------------|
| 12/7/2016 | 9:30 AM - 2:00 PM | 4-251  | Learn & Leverage Your Brilliance | Debra Woog |
| 5/24/2017 | Noon - 1:00 PM    | 4-145  | Learn & Leverage Your Brilliance | Debra Woog |
| 6/28/2017 | 8:30 AM - 2:30 PM | 56-167 | Learn & Leverage Your Brilliance | Debra Woog |

**Community Support/Sponsorship:**

Ruth Yiu is in the process of coordinating with Bara Litman from the MIT Work-Life Center, hoping to sponsor a screening of an amazing documentary, Screenagers, this fall. This documentary gears toward parents and school-age and teen children that addresses the neurological, social, emotional, family and academic effects of unregulated screen time. Sherry Turkle from the Media Lab is interviewed in the film. We hope this screening will benefit the parents of MIT, so that they take the message and the online tips, along with getting a screening for their own communities. (Still in progress)

**Projections for FY18:**

Shirley Entzminger is on working the Travel Workshop - Part II.

## **YEAR END REPORT FY17**

### **Pumping, Parental Leave and Preschool**

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**Mission:** 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

**Co-Chairs:** Shirley Entzminger, Christine Maglio

**Subcommittee Members:** Georgia Santander, Lorena Tovar (5/17/16), Daniel Pritchard (10/11/16), Flor Gonzalez Nawara (2/8/17), Molly Gilmore (4/11/17), Sam Spencer (4/24/17)

**Meetings:**

**October 14, 2016** – co-chairs, Daniel Pritchard – discussed childcare costs and potential needs of a proposal for subsidized daycare costs – suggested agenda for meeting with Work Life Center: flexibility on school pick-ups/childcare; where to go after AO/supervisor; daycare scholarship – how/what to propose

**January 26, 2017** – co-chairs meeting with Ronnie Mae Weiss and Kathy Kasabula at Work Life Center - new resources – backup childcare; lactation rooms added; they are looking at parental leave policies in the next 6 months; new flexibility guidelines; Work Life priority of portable childcare scholarship is later this year

**May 23, 2017** – co-chairs meeting with Georgia Santander, Lorena Tovar, Sam Spencer

**Accomplishments/Events:**

We met with the MIT Work Life Center to further 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. This is now on their radar. Added 4 new members.

**Community Support/Sponsorship:** \$0

## APPENDIX D



# Working Group on Support Staff Issues Endicott House - Year End Retreat

Location: Endicott House

Date: Thursday, June 15, 2017

Time: 8:45 - 3:00PM

Facilitator: Julie Lindley and Barbara Keller

|                         |  |
|-------------------------|--|
| <b>8:00AM</b>           | Shuttle departs for Endicott House <ul style="list-style-type: none"><li>• Pickup at Collier Memorial on Vassar St</li></ul> |
| <b>8:45 - 9:30 AM</b>   | Breakfast  |
| <b>9:30 - 11:00 AM</b>  | Ty Howard, CEO and Editor-in-Chief of MOTIVATION magazine (keynote speaker) "The Revolutionary Assistant"                    |
| <b>11:00 - 11:15 AM</b> | Break  |
| <b>11:15 - 11:45 AM</b> | Michelle King, Human Resources, Career Development Specialist  |
| <b>11: 45AM-12:30PM</b> | Lunch  |
| <b>12:30 - 1:15PM</b>   | Tour of grounds and/or team building exercise  |

**1:30 - 2:15PM**

How did we do last year?

- Share results of survey
- Plans for FY18
  - Table discussion and report out

**2:15 - 2:45PM**

- Subcommittee plans for FY18
- Rewards & Recognition for years of WG service

**3:00 PM**

Shuttle departs for MIT