

Notes :

WGSSI Co-Chair Meeting

Location: 4-105

Date: Tuesday, January 10, 2017

Time: Noon – 1:00PM

Attendees: Julie Lindley, Barbara Keller, Jodie Nosiglia, Olga Parkin, Ruth Yi, Ruth Levitsky, Kelly Hopkins, Rebecca Fowler, Ruth Davis, Shirley Entzminger, Christine Maglio, Lisa Morin and Jean Belbin

Unable to attend: Gayle Sherman, Trudi Walters and Beth Klein

**12:00PM** Participating in ***Careers Across MIT*** –

brainstorm ideas (May 2016)

* Staffing – ½ hour increments
	+ Spring meetings solicit: 1) for Careers Across MIT staffing support for all WG members
	+ and 2) appointment of new co- chair opportunities of subcommittees (need to visit which subcommittees are up for reappointment)
* Brochure – WG and subcommittees

**12:10PM** Endicott House: Year End Event – putting together a draft agenda (June 2016)

* Lorraine Goffe-Rush – keynote speaker
* Topic suggestions/training **(AM)**:
	+ Stress management
	+ Career Development
* Team building **(PM)**– Fitness-to-Go (Draper)
	+ Chair massage / exercise teams
* How did we do this past year/plans for next year **(PM)**

**12:25PM** Mid-year updates from subcommittee

* Artists Beyond the Desk
	+ Bi-monthly events held throughout year
* Civility and Respect
	+ Gayle Sherman unable to make meeting (confirm if there are updates)
* Craft Fair
	+ Funds from Winter Craft Event held on December 2 and 3 showed a small profit of approximately $600 (confirm)
	+ Spring Craft Fair April 27 and 28, 2017
	+ Winter Craft Fair November 30 and December 1, 2017
* Communications
	+ No updates (confirm)
* Green
	+ Choose to Reuse (January –

May)

* + Earth Week – Green event planning
	+ Waste Audit – January 30
	+ Warn-Ware Event – March 10 (fix it truck) Student Center W20
	+ Update website
* Professional Development
	+ Spring workshop/training plans
	+ Learning Fair – people in room Edx, IS&T take advantage of what learning opportunities available
	+ Appointment for students, etc. – our perspective - speakers (include other challenging job tasks)
	+ A 13-page (currently in draft) booklet will be submitted to the Housing Office – the booklet offers suggested campus housing, B&Bs, in and around the Cambridge area
* Pumping, Parental and Leave
* October meeting – discussed childcare costs and 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 – possibility of gathering statistics on support staff with dependent children via a voluntary survey
* November meeting – co-chairs met with concerned individuals to discuss flexibity and pay equity issues
* January 26, 2017 – meeting with Ronnie Mae Weiss and Kathy Kasabula at Work Life CenterMembership
	+ New members – 16 new members FY17 (July – December 2016)
	+ Membership plans: update membership list / communication to WG members to select different subcommittee, if desired, / remain member or remove /run roles database from HR to verify members are in current role and department

**12:45PM** Redefining WG : how we’ve grown from the

20th century into the 21st century

* ‘for’ is function word to indicate purpose other than ‘issues’.
* Reason for change: would like to have a more positive face with MIT community – not just see us as only about ‘issues’

**Implement going forward:**

* EOY report template for subcommittees (posted on website)
* Appointment letter template for new co-chair with start and end term dates (template to be posted on website)
* Send meeting invites from Outlook and embed Doodle poll within the invite to allow for update of RSVP
* Provide a comprehensive list of each subcommittee members for Co-chairs on the website – separate from the membership list
	+ Barbara and Trudi to strategize the communications to be sent out to update the list, change in subcommittee or removal as member
* Add to website WG member expectations
* The email from the Membership subcommittee welcoming new members should also include the expectations as well.
	+ Language ??