[WORKING GROUP ON SUPPORT STAFF ISSUES](http://wgssi.mit.edu/)

**END OF YEAR REPORT**

FY\_\_

Submitted: [date]

Senior Co-Convener:

Junior Co-Convener:

Website: 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

\_\_\_\_\_\_\_\_ 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

\_\_\_\_\_\_\_\_\_\_\_ was selected as the junior co-convener.

Subcommittee Co-chair

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**

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).

Fiscal year 20\_\_ we had \_\_ new members join the WG.

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.

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

**September 2016**

* WGSSI monthly meeting [tbs]
	+ \_\_ attended
		- \_\_ WG members
		- \_\_ guests (non-WG members)
		- \_\_ resource people

**October 2016**

* WGSSI monthly meeting [tbs]
	+ \_\_ attended
		- \_\_ WG members
		- \_\_ guests (non-WG members)
		- \_\_ resource people

**November 2016**

* “WGSSI monthly meeting [tbs]
	+ \_\_ attended
		- \_\_ WG members
		- \_\_ guests (non-WG members)
		- \_\_ resource people

**December 2016**

* WGSSI monthly meeting [tbs]
	+ \_\_ attended
		- \_\_ WG members
		- \_\_ guests (non-WG members)
		- \_\_ resource people

**January 2017**

* WGSSI monthly meeting [tbs]
	+ \_\_ attended
		- \_\_ WG members
		- \_\_ guests (non-WG members)
		- \_\_ resource people
* Co-chair meeting held on [TBS]. Topics covered:
	+ TBS
	+ TBS

**February 2017**

* WGSSI monthly meeting [tbs]
	+ \_\_ attended
		- \_\_ WG members
		- \_\_ guests (non-WG members)
		- \_\_ resource people

**March 2017**

* WGSSI monthly meeting [tbs]
	+ \_\_ attended
		- \_\_ WG members
		- \_\_ guests (non-WG members)
		- \_\_ resource people

**April 2017**

* WGSSI monthly meeting [tbs]
	+ \_\_ attended
		- \_\_ WG members
		- \_\_ guests (non-WG members)
		- \_\_ resource people

**May 2017**

* WGSSI monthly meeting [tbs]
	+ \_\_ attended
		- \_\_ WG members
		- \_\_ guests (non-WG members)
		- \_\_ resource people
* 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.
	+ \_\_ new members joined as a result of our participation at the event

**June 2014**

* End of Year Retreat held at the Endicott House, Thursday, June \_\_, 20\_\_, p.m. \_\_\_\_\_ WG members attended the end of year retreat. (See Appendix \_\_ for Agenda).

**Working Group on Support Staff Issues**

**Fiscal Year \_\_ 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 | NE49-3rd Floor |
| December 1, 2016 | 12:00 – 1:00 pm | Media Lab, 6th Floor |
| February 9, 2017 | 12:00 – 1:00 pm | E17, 1st 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 ondesign 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.

**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**

* **[tbs] – Appendix A**
* **[tbs] – Appendix B**
* **[tbs] - Appendix C**
* **Subcommittees’ End of Year Reports – Appendix D**
* **End of Year Retreat – Endicott House Agenda – Appendix E**

**APPENDIX A**

**APPENDIX B**

**APPENDIX C**

**APPENDIX D**

**APPENDIX E**

**APPENDIX F**