Vice President for Human Resources and Equal Opportunity Officer

The mission of the Human Resources Department (HR) is to advance a vibrant and diverse work community where individuals thrive and contribute to MIT’s excellence.

The values of HR are to:

- Demonstrate excellence through flexibility, creativity, and openness to learning and adapting to the changing needs of the Institute
- Collaborate fully with each other and the diverse MIT community to deliver HR best practices
- Show accountability through our interactions with our customers and each other
- Provide communication that is transparent, timely, and sensitive
- Value individuals through openness, trust, respect, and inclusion

The following is a report on the strategic priorities and accomplishments of FY2011 corresponding to the six strategic goals of HR.

**Goal 1: Promote the health and welfare of the Institute community**

HR achieved the following items in relation to its goal of promoting the health and welfare of the Institute community:

- Collaborated with MIT Medical to pilot a wellness initiative at Lincoln Laboratory, and began planning to expand pilots to main campus
- Redesigned MIT healthcare programs and offered new MIT Choice health plan
- Implemented changes to comply with national health care reform
- Explored recommendations from the Benefits Advisory Group and worked with the president and the provost on a list of proposed changes
- Planned for the opening of Technology Children’s Center at North Court, in Building 68, which will open in October 2011, and a new 120-slot Bright Horizons childcare facility for children of MIT faculty/staff—these facilities will increase the number of childcare slots available to faculty

**Goal 2: Deliver and promote user-friendly, customer-focused, and effective services and products**

HR achieved the following items in relation to its goal of delivering and promoting user-friendly, customer-focused, and effective services and products:

- Completed three union contract negotiations
- Moved toward launch of PensionConnect, a new, enhanced customer service technology and call center
- Created and delivered an all-digital benefits open enrollment
• Provided new referral service and website for work-life issues
• Moved toward launch of new applicant tracking system
• Revised complaint resolution policy and communicated the revised policy to campus
• Provided staff support for three salary subcommittee meetings and administered the merit increase program
• Upgraded the Children’s Scholarship Plan database
• Redesigned the MIT’s Jobs homepage and began a redesign of the Compensation website
• Rebranded the Center for Work, Family and Personal Life to the MIT Work-Life Center
• Updated HR’s strategic goals to better reflect MIT’s priorities
• Designed and implemented HR security training for employees who work offsite
• Created an orientation manual for new HR employees

**Goal 3: Grow employee, manager, leader, and faculty skills and capacities through a culture of development and accountability**

HR achieved the following items in relation to its goal of growing employee, manager, leader, and faculty skills and capacities through a culture of development and accountability:

• Provided open enrollment, ongoing professional development classes; approximately 519 seats filled
• Offered the Essentials of Managing and Managing for Excellence training programs to a total of 72 participants
• Completed the first MIT Administrative Assistant Program, with 38 participants
• Offered the Leader to Leader Program to 21 participants
• With the Training Alignment Team, completed and implemented phase one of enterprise learning
• Provided Culture of Development awareness in eight DLCs across campus
• Celebrated the 10th anniversary of MIT’s Rewards and Recognition Program with a special Excellence Awards ceremony
• Offered a panel on communications careers at MIT
• Offered three HR Partners sessions for HR practitioners around the Institute, and solicited feedback from MIT’s HR community through a survey

**Goal 4: Advance staff diversity and inclusion**

HR achieved the following items in relation to its goal of advancing staff diversity and inclusion:
• Offered diversity and inclusion training workshops to central HR and provided customized awareness and management skill-based training programs to 13 departments, labs, and centers (DLCs)

• The manager for staff diversity and inclusion was invited by the Committee on Race and Diversity to serve as the committee’s co-leader

• Organized a breakfast event bringing together the Council on Staff Diversity, HR’s diversity group, MIT Medical, and the Committee on Race and Diversity

• Partnered with faculty and staff on Institute-wide diversity summit

• Began the discovery process to create employee resource groups at MIT

• Created the MIT150 Employee Profile project

**Goal 5: Ensure compliance with legal, regulatory, policy, and labor requirements to minimize risks**

HR achieved the following items in relation to its goal of ensuring compliance with legal, regulatory, policy, and labor requirements to minimize risks:

• Provided an all-digital Affirmative Action resource for DLC administrators; achieved 100 percent compliance

• Updated Benefits Summary Plan documents

• Due to an Internal Revenue Service requirement, the MIT Basic Retirement Plan was amended to include employees working less than 50 percent of time

• Designed and implemented computer security training for central HR

• Convened the Disability Working Group to examine options for coverage

• Coordinated outreach efforts with the MIT community to ensure support of recruitment and retention strategies

• Upgraded MIT’s Applicant Tracking System phase one planning

**Goal 6: Proactively manage short- and long-term costs associated with pay and benefits**

HR achieved the following items in relation to its goal of proactively managing short- and long-term costs associated with pay and benefits:

• Recovered $600,000 from the federal program that reimburses early retiree medical expenses

• Performed annual work for MIT’s Salary Subcommittee, including annual pay programs for all employee payroll categories, for faculty and other academic staff, and executive compensation

• Rolled out new MIT pension service enhancements in anticipation of the decrease in MIT’s long-term term pension liability and the resulting impact on employee benefit rate growth
• Planned for a new prescription drug program for MIT retirees, resulting in cost savings for the Institute

**Personnel**

The following personnel changes took place:

*New hires*—manager, Disabilities Services; learning and development specialist; instructional course designer; human resources officer; compensation specialist; executive assistant

*Transfers to other DLCs*—director, Compensation and Staffing; human resources officer; manager, Disabilities Services

*Terminations*—Four HR employees were terminated (one due to layoff and one due to retirement)

*Promotions*—Four HR employees were promoted

**Percentages**

As of June 1, 2011 the following female and minority percentages apply:

- Administrative staff females: 79%
- Administrative staff minorities: 16%
- Support staff females: 83%
- Support staff minorities: 33%

Human Resources updated all job descriptions as of June 2011.

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