

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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