



Working Group on Support Staff Issues

April Meeting
Lunch at 11:50 am
Draft 4/6/09



Caterer

12 – 12:05

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Mission & Theme

12:05

- **Established in 1975, the MIT WGSSI acts to continually improve the working environment & perception of Support Staff at MIT 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
- **Upward and Outward**
 - Fostering growth in all directions





Introductions 12:05 – 12:15

- Name
- New member, old member, or visitor?
- Department?
- Subcommittee? (if you are on one)
- **Visitors** please tell us how you found out about WG



Recycle Update 12:15 – 12:17

- **Recycling:** promoting eco-friendly behavior throughout the Institute
 - **Co-Chairs:** Selene Victor & Kristine Acevedo
 - **Last met:** 4/2/009
 - **Current project:**
 - **Next project/event:**
 - **Next meeting:** 4/16/09
 - Room: 24-213
 - Time: 1-2pm



Prof. Development 12:17 – 12:19

- **Professional Development:** helping support staff achieve performance excellence in the workplace
 - **Co-Chairs:** Sally Chapman & Candy Weaver
 - **Last met:** January 2009
 - **Current project:** Prof. Dev Survey
 - **Next project:** submit survey results to HR & evaluate future scope of task group
 - **Next meeting:** TBA watch WGSSI calendar.



Peer Resources 12:19 – 12:21

- **Peer Resources:** advocating ways for the work-related information to get to MIT newcomers and trying to help newcomers connect to the information
 - **Chair:** Anne Deveau
 - **Last met:**
 - **Current project:**
 - **Next project:**
 - **Next meeting:**



Membership

12:21 – 12:23

- **Membership:** the gateway to WGSSI; holding the way open for support staff to voice their concerns, and providing a support staff appreciation luncheon
 - **Co-Chairs:** Barbara Smith & Shelly Isaac
 - **Last met:**
 - **Current project:**
 - **Next project:**
 - **Next meeting:**



List Serve

12:23 – 12:25

- **List Serve:** forwarding communication to and between support staff
 - **Chair:** Olga Parkin & David Hogarth
 - **Last met:**
 - **Current project:**
 - **Next project:**
 - **Next meeting:**



Commuting


12:25 – 12:27

- **Commuting:** providing an information conduit on traffic and commuting issues while promoting greener transportation methods
 - **Chair:** Joe Hankins
 - **Last met:**
 - **Current project:**
 - **Next project:**
 - **Next meeting:**



Artists Beyond the Desk 12:27 – 12:29

- **Artists Beyond the Desk:**
advocating and producing venues
for staff creative expression
 - **Co-Chairs:** Valerie Poitier & Shirley Entzminger
 - **Last met:**
 - **Current project:**
 - **Next project:**
 - **Next meeting:**



Archiving the History


12:29 – 12:31

- **Archiving the History:** ensuring the continuity of the
 - committee's activities through record keeping in the
 - Institute's archives
 - **Co-Chairs:** Carol Clarke & Olga Parkin
 - **Last met:**
 - **Current project:**
 - **Next project:**
 - **Next meeting:**



Co-Conveners 12:31 – 12:33

- **Co-Conveners:** To guide the activities of the Working Group...Through all activity, will support the efforts of task groups and committees ... often serve as source of or conduit for new ideas ... primary contacts for the Working Group, from within and outside the Institute.
- **Co-Conveners:** Valerie Patilla & Candy Weaver
 - **Last met:** 4/6/09
 - **Current project:** April Co-Chairs meeting
 - **Next projects:**
 - May Co-chairs meeting
 - May WG meeting
 - Toolkit
 - Planning for next year
 - Year end meeting
 - **Next meeting:** 4/21/09



Year End 12:33 – 12:55

- **Given the updates you just heard and the year as you have experienced it, what would you like to see at the year end meeting?**



Wrap up

12:55 – 1pm

- **June**
 - **6/11/09 - Toolkit & Luncheon**
 - **TENTATIVE DATE: 6/30/09**
Year End Mtg.