Date of Meeting: 9 February 2022

Attendees: Mai, Jessica, Natalie, Heather, Mary, Maggi, Sophie, Colleen, Taylor, Tzu-Ting, Dina

1. Hello from Natalie Nevarez
	1. Introductions by WC members
2. Updates from Natalie
	1. External assessment from Ogletree
		1. A successful scientist’s resignation letter started this, but is not the only workplace culture issue being looked at within in WHOI
		2. There will be surveys, focus groups, 1:1 interviews – 10% of WHOI getting interviewed with option to say yes or no
		3. Charge code will be offered for time to participate
		4. Website coming soon on this
	2. WHOI-wide Scientific staff search
		1. Job posting for 10 new hires – open rank
		2. One comment by ECR member – she and other ecr’s found the description seemed to discourage apps from her career stage (Natalie said this was not the intent) -WC will review description language
		3. Standardized review process, including DEI best practices
		4. Anyone on a search committee will get training on implicit bias, and use rubrics plus a COI
		5. Working on a doc to include in all hiring positions that shows diversity in the area that we can use in the job description.
			1. Help with housing
			2. Better orientation for people moving and getting settled
			3. Help with cell phones, license (more help for international employees)
	3. Video being made explaining WHOI’s funding environment
	4. Proposal in the works for something similar to Ombuds
		1. Pilot first year before a commitment is made
	5. Review of the Blue Book
		1. Rick Murray and Collin Reed = leads
		2. Review for DEI issues
		3. Also working with Chairs orientation
	6. Supervisor training in the works
		1. Will it be mandatory?
		2. Who will create the training?
	7. Workplace Climate Committee
		1. Creating a website to formalize employee resource groups
	8. CDEI
		1. Creation of website called “Life at WHOI” 🡪Share profiles of people working at WHOI to show diversity
3. Other Topics
	1. Life at WHOI
		1. Housing is still difficult
		2. When returning from abroad
			1. WHOI needs to help with drivers license, getting housing, a phone, credit vouching HR salary
		3. Many things close in winter
		4. Buses run on a limited schedule
	2. Recently implemented a Supervisor’s checklist for new people to help them
		1. Does the International Committee help with that?
	3. WHOIKI
		1. There needs to be someone in charge of this
		2. Website needs updating, so the resources are useful
	4. Taxes for international scholars/visitors
		1. Need more help from HR because there is no one in house to help
4. Creation of Women’s Committee Google Drive – porivided to all WC members
5. Feb 11 is International Day of Women and Girls in Science
	1. With the help of Communications there will be social media posts highlighting women today at WHOI
	2. Something to think about at a later date or next year – Larger women’s Science Organizations
		1. SWMS, WISE, MPOWIR, 500 Women Scientists
6. March is Women’s History Month
	1. 1st post – Hitory of the WC then and now
	2. Other posts TBD
7. Important items the WC will/could discuss in 2022
	1. Some topics came to light in above discussions
	2. Working on mental health of the Institution
		1. Stressful pandemic year
		2. Workplace climate survey has dragged out a lot of pent up stress