



Administrative Council

# Wellesley College

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106 Central Street

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## ADMINISTRATIVE COUNCIL MEETING

Monday, November 21, 2011

Academic Council Room, GRH 4<sup>th</sup> Floor

11:00 a.m. – 12:00 p.m.

### **AGENDA:**

1. Approval of Minutes
2. Welcome: Andy Evans, Vice President for Finance & Treasurer
3. Human Resources Update: Eloise McGaw, Asst. VP&Dir. of HR & Equal Opp
  - a. Introduction of College's Employee Assistance Program: Will Barron, All One Health
4. Sustainability Presentation: Patrick Willoughby, Sustainability Director
5. Wellesley Catering update: Joe Balaban, General Manager Wellesley Club

### **Q&A**

Open Mic/Announcements: Jane Jackson: Winter Solstice

Veronica Craven: Charitable Giving Campaign

The meeting was convened at 11:00 a.m. by Andy Evans, Vice President for Finance & Treasurer. The minutes of the October 17, 2011, meeting were approved as distributed.

### **President's Report**

Andy Evans, Vice President for Finance & Treasurer, began the meeting in lieu of President Bottomly who is traveling in Asia. He hopes that we all enjoy the Thanksgiving break and get a chance to relax after this long stretch of hard work.

### **Human Resources Update from Eloise McGaw**

Eloise wished everyone safe travels during her favorite holiday of the year. This past month, we have heard a lot from her office. We had excellent participation in lots of programs, including flu shots (~180 flu shots were administered), biometrics (~150 employees received biometric screenings), Healthy Start Programs, and retirement programs. There have been many changes to report, and luckily there has been a terrific turnout at the informational presentations (300+ attendees), individual counseling sessions (100+ attendees), and website visits (900+ hits). Eloise hopes that we take the time to log on to the website as her office works to make it more transparent.

At the last CPPAC meeting (the Compensation and Personnel Policy Advisory Committee), there were concerns raised regarding work-life balance. CPPAC brainstormed some ways to address these. We'll hear more about this at later meetings, but one suggestion was to look at the effectiveness of HR and the resources they provide and potentially offer an HR re-orientation to review all of the opportunities available to us as employees, and those that are available to our families as well. Eloise mentioned that one of the programs that employees seemed less familiar with is the Employee Assistance Program. This table always seems quiet during our benefits fair, which historically has been related to a perceived stigma surrounding people who may need to ask for extra help. Eloise pointed out that we are all members of a community here, and one thing she has learned is that we can't do it alone. She encouraged us to take advantage of this confidential resource, their robust website, and excellent legal, financial, workplace conflict, and general life assistance services that they provide.

Rather than describe the details of what our employee assistance program offers herself, Eloise invited a representative from AllOne Health, Will Barron, to describe the range of services provided.

### ***College's Employee Assistance Program: Will Barron, AllOne Health***

Will introduced himself as an experienced professional in the Employee Assistance Program (EAP) (7 years), with a Masters in Social Work. Prior to his current position he was a mental health clinician and family therapist, and he specializes in harassment, conflict management, and prevention of workplace violence. As a former group therapist, Will joked that he is tempted to ask us a group question!

EAP programs have been around for ~60 years. In the beginning, they dealt primarily with employees with alcohol problems, but have since expanded their scope to include: all types of substance abuse, life circumstances, and programs for otherwise psychologically healthy individuals who have run into problems. Will is here for two reasons: 1) to inform/remind us of the EAP's services and 2) to elicit assistance from us to be champions for other employees. If you see someone who needs help, remind them of EAP's confidential services, etc. (Will placed fact sheets at the front of the room, and noted that they can be found online as well). He encouraged us to remind folks of EAP's services at their next staff/departmental meeting. EAP is episodic need, and consequently we need to be reminded that the service exists. When you remind people, please use the term confidential. It is a free and confidential service. There is still enough stigma surrounding mental health and we want to highlight the confidentiality aspect. Will brought fact sheets, wallets, and fridge magnets as an easy way to refer folks to us.

Again, the EAP services are free, confidential, and available to all employees and members of the household (doesn't have to be family- could be roommate, boy/girlfriend, in-law, anyone living under your roof). **Legal consultation services** include a free 30-minute face-to-face meeting around any legal matter including family law, house buying, will/estate questions. This initial consultation is free, and if you want to retain a lawyer, you can get a 25% reduction in fee for services. **Financial services** include tax questions, estate planning, and retirement options. They also offer **referrals** and information related to childcare, daycare, elder care issues, assisted living facilities, summer camp programs, college education advice (related to finding and funding). Visit the website for more information ([www.allonehealthcap.com](http://www.allonehealthcap.com), username Wellesley, password employee). It includes lots of links to current issues, like information related to traveling abroad to middle east. They offer online chats, a learning center, a relocation center, and you can research individual issues that are listed as tabs across the top (coalesced into one page). Let them do the legwork for you! He suggested we visit the site to check out resources on the holiday blues - the meat and potatoes of therapist jobs ;). There are articles, audio/mp3 downloads, and multiple ways to access information.

How the EAP operates is by providing all employees and their families (and housemates) free and confidential services, and also provides services to both managers and supervisors (including management consultations, workplace violence prevention, how to have difficult conversations with employees, etc. EAP can coach managers and can even come on-site and offer trainings.

### **Sustainability Presentation: Patrick Willoughby, Sustainability Director**

Patrick is here to give a bit of background on sustainability and offer ways that we can all help the college become more sustainable. The College's Sustainability Mission statement is:

*Wellesley College considers environmental sustainability to be an important component of its core mission. As part of this commitment, the college will consider sustainability as a factor in all*

*institutional decisions. Members of the Wellesley community have **individual** and collective responsibility for environmental stewardship*

There was lots of discussion surrounding this language, and it was accepted by the President. We want it to be clear that we believe in sustainability, but that although we have been focusing on environmental sustainability, it doesn't mean that we don't care about social sustainability.

Within this framework, we have specific sustainability goals to which we aspire, which are as follows:

1. **LANDSCAPE:** Utilize cutting-edge techniques in landscape.
2. **WATER CONSERVATION:** Reduce water consumption by an additional 25% by 2013 (50% between 1999 and 2013).
3. **WASTE REDUCTION:** Increase the amount recycled to 25% of the waste stream and decrease total solid waste stream by 20% by 2013.
4. **ENERGY USE REDUCTION:** Further reduce consumption of electricity by 13% by 2013 (25% between 2003-2013) and reduce consumption of other energy by 15%.

To have a major impact, it has to be people like us that do the right thing. These goals can be partially achieved by facilities, but there are individual things that we all can do to have a big impact (even over Thanksgiving and Wintersession).

**1) Landscape.** This is one of our founding principles. Forbes named Wellesley as one of the Top 14 most beautiful college campuses in the world, and named it Number 7 in the country. With the 1998 Landscape Master Plan, Wellesley has transformed the campus' landscape and infrastructure to focus on a pedestrian orientated space. More than sixty acres of college grounds have undergone renovation and/or restoration, five acres of pavement has been removed, eight acres of wetlands have been restored and Wellesley continues to keep the integrity of its beautiful campus by improving the landscape. Some renovations include Alumnae Valley, Chapel Lawn, and Paint Shop Pond.

**2) Water.** From 1999 to 2010, water consumption has decreased by over 29%, resulting in a 35 million gallon savings of water per year. Some initiatives include dual flush and low flow toilets, low flow fixtures in all bathrooms and dining facilities, efficient irrigation systems, leak detection, storm water management in Alumnae Valley, and the Roof Garden at Campus Center. For drinking water, we have our own municipal water supply from wells and ground water and 90% of irrigation for West Campus comes from Lake Waban.

**3) Waste.** In 2010, the college recovered 35.5% of its waste stream. 11% of that was recycled, and 24.5% of that was composted for yard waste. We have recycled 339,140 pounds for 2011 already, which is almost 20,000 pounds more than 2010's total. It's hard to get these tonnage figures, and facilities does spot checks/estimates. We recycle paper, cardboard, comingled plastics, bottles and cans, metals, wood, Styrofoam, electronic appliances, mattresses, batteries, florescent lamps, carpets, and more. *We have recycled 1,240 pounds of Styrofoam this year alone! Wellesley is one of the only colleges in the country that has a Styrofoam recycling program.* Almost 100% of our wood scraps and yard waste is composted and reused (and saves lots of money).

**4) Energy.** Wellesley has taken a direct approach in lowering environmental impact. Electrical consumption is down by 22% since 2004, a 16% reduction in greenhouse gas emissions. Energy reduction leads to lower greenhouse gas emissions. The cogeneration plant on campus is the college's primary source of electricity and approximately 98% of the energy used comes from "cogen". Cogen is also run on one of the *cleanest* fossil fuels, natural gas. We burn natural gas to run turbines to produce electricity, and the hot water from this "waste heat" is reused. Efficient and renewable energies that we

use include LEDs (we will save 65% of energy after implementing these lights on east campus) and PV solar panels near sports fields. As we continue to fulfill and exceed expectations for the four aspirational goals of landscape, water, waste, and energy, we have recently implemented new projects and initiatives throughout campus.

*Some of these accomplishments include...*

- The 2010 renovation of Alumnae Hall makes it the first LEED GOLD (leadership in energy and environmental design) certified building on the Wellesley College campus. We received a silver rating for the observatory.
- Sustainable Move-Out / Move-In. For our second year of the sale, we made almost \$6000 that will go towards sustainability projects on campus.
- AASHE's STARS (*Association for the Advancement of Sustainability in Higher Education*) has certified Wellesley College as Silver for a green rating. We received 56.29 out of a possible 100 total points.

*How do campus sustainability initiatives affect college admissions?*

"In 2009, the Princeton Review's "hopes and worries" survey indicated that 66% of 15,722 respondents would value having information about a college's commitment to the environment and that it might impact their decision to apply to or attend the school." Patrick wanted to stress how important sustainability is to students. Lots of students look for how sustainable a college is when they are applying so it makes a difference in admissions.

### ***Sustainability Advisory Committee***

The committee assists the Office of Sustainability and reports to the President's Office to make significant decisions regarding proposed initiatives and projects. The SAC consists of students, faculty, staff, and administration. Many of the great ideas and initiatives we come up with are originated by our dedicated students.

### ***The Wellesley College Class of 1957 Green Fund - Calling out for green grant proposals now!***

Past projects include...

- Assisting with composting at campus events
- Revolution bike-sharing program
- Dyson air blade energy efficient hand-dryers
- Low flow shower heads in all dorms
- Increasing of duplex printing on campus
- New energy efficient lighting in the parking garage

### ***6 major reasons to invest in sustainability at Wellesley***

- Attract motivated and high achieving students
- Engage students, faculty, and staff in environmental stewardship
- Continue tradition to protect and enhance our environment
- Make a difference by reducing pollution and waste
- Reduce operating expenses
- Attract donations

***How you can help***

Think before you act

- Do you need to print?
- Do you duplex print?
- Are your lights off when you leave?
- Are you careful with what you recycle?
- Do you use reusables over disposables?
- Do you reduce heat in your workspace?
- What else can you do to reduce your impact?

### **Wintersession 2011 - 2012 Green Guidelines**

1. Make sure all windows are tightly shut and latched.
2. Pull the window shades down all the way so that the shade rests on the windowsill and close any curtains as tightly as possible.
3. Shut down and unplug all appliances and electronics.
4. If your radiator has a thermostat, set it at the number 1 or 2 position. Do not put it to the very lowest setting. If there is a wall thermostat turn it to its lowest setting.
5. Turn off all lights before you leave.

Patrick received a question about single-stream recycling. In his opinion, he's not a huge fan since someone has to sort it at other end, and lots of contamination occurs. Lots of cardboard gets contaminated.

Andy agreed that this is an important initiative with cost implications for the college. He also pointed out that Patrick is serious when he asks for our questions, etc., so please take him up on this.

### **Wellesley Catering update: Joe Balaban, General Manager Wellesley Club**

Joe thanked the Administrative Council Steering Committee for inviting him, and introduced us to his new/returning employees Maria Tzigizis (Catering Services Manager), Julie Jordan (Resident Director of all food/culinary operations), Scott Hlavacek (catering sous chef/chef at the college club). The college club has several sustainability efforts underway. They use 99.9% all compostable products (which worked well at the Tanner Conference). He hopes to work sustainability/composting efforts into other conferences and day-to-day catering. Joe also mentioned that new catering info will be coming out by the beginning of new semester. They listened to our feedback, redeveloped their entire catering component, and will be unveiling new products, items, and price points that work for folks. He also described some of the changes at the College Club. They will be open in December, and had sold out of guest rooms over Thanksgiving break as some employees chose to house family members comfortably at the college club (the College Club has 16 guest rooms). Joe mentioned that the College Club is offering a 10% discount for all catering events held in December. Andy encouraged us to give the College Club catering a shot, especially since they've been so responsive to the changes we've all suggested.

### **Open Mic/Announcements**

- Jane Jackson: The Winter Solstice brunch is on Wednesday, December 21<sup>st</sup>, from 9-11 AM and Jane is the organizer for the singers! If you want to sing, show up at 8:30 am to practice holiday songs and showtunes. There is usually a group of 10 regulars that show up. She also will be sending a reminder via the fac-staff google group.

- Charitable Giving Campaign: Veronica Craven gave details on this year's campaign which will be donating to 5 charities this year: Community Works (provide immediate/long range solutions to social problems like affordable housing, safety, quality education, civil rights, etc), NAMI-MA (National Alliance on Mental Illness), Oxfam America (Relief Organization), Rosie's Place (refuge for poor/homeless women), and the United Way (national network of organizations supported related to education, health, etc.). You can contribute via a one-time donation, or a regular payroll deduction donation. Veronica needs your forms by Monday, December 12<sup>th</sup>. You can also contribute a raffle item (items include: teddy bears, wireless keyboard, Wellesley Booksmith GC, homemade bread, etc. She acknowledged that this is that time of year when we are bombarded by charity requests, so it's easy to be overwhelmed and desensitized. She urged us to consider the work of the organizations we will be helping, and take time to consider the value of a unified act of charity. She thanked Nicole Charles, Kim Lancaster, and Donna Matson for their help on the committee.

There being no further business to discuss, the meeting was adjourned at 12:00 noon.

Respectfully submitted,

Jessica Hunter  
Secretary