



Administrative Council

Wellesley College

106 Central Street

Wellesley, Massachusetts 02481-8203

ADMINISTRATIVE COUNCIL MEETING

Monday, October 22, 2012

Academic Council Room, GRH 4th Floor

11:00 a.m. – 12:00 p.m.

AGENDA:

1. Approval of Minutes
 2. President's Report
 3. WCW update: Layli Maparyan, Executive Director
 4. Human Resources Report: Carolyn Slaboden & Kathy Stewart, Interim Co-Directors of HR
 5. LTS Update: Ravi Ravishanker, CIO, & Veronica Brandstrader, Director of Communication, Administration & Planning
 6. Process for requesting major technology projects: Carol Shanmugaratnam, Registrar & Assistant Dean of College
 7. Charitable Giving Campaign Update: Jill Downing, 2012 Campaign Committee
- Q&A, Open Mic/Announcements

1) The meeting was convened at 11:00 a.m. by President Bottomly. The minutes of the September 10th, 2012 meeting were approved as distributed.

2) President's Report

The President welcomed us to the meeting, and commented on how fast the semester was going! She was excited to visit the Head of the Charles event, and celebrate the birthdays of her 6 year-old twin granddaughters and 29 year-old daughter.

Wellesley is pleased to announce the launch of "You Are Here," a reimagined virtual tour that includes a live 24/7 web cam in the science center. This is an innovative initiative and will showcase the uniqueness of Wellesley to potential students. The President extended many thank yous to the web team and everyone involved from conceptualizing to implementing this exciting project.

The Partnerships for Diversity and Inclusion initiative was also launched, with an inaugural event held on October 16th. Many students, staff, and faculty participated in this all-day gathering and participated in creative exercises to talk about diversity/inclusion to make Wellesley a stronger place. Please look for more events in the coming months including workshops on how to be a good ally, how to build diversity, and films, guest speakers, and opportunities for faculty research with students. Stay tuned. The president hopes we can participate in some way.

Later this week, the Board of Trustees will be visiting campus. They have packed a lot into the few days they are here. Their recent work is focused on Wellesley 2025 renovations. Typically, they come to campus two to three times a year, and lots of time is spent talking about the operating budget and the endowment. Ideas will be presented to them on Thursday, and they will be able to have in-depth discussions on innovation in the curriculum and ways Wellesley continues to be a leader in this critical way. It's important that the Trustees visit campus and see the nitty-gritty of what we are really doing. This year we welcome three new trustee members: Kristine Holland de Juniac M.B.A., London, United Kingdom; Maryam Homayoun-Eisler M.B.A., London, United Kingdom; and Karen E. Williamson M.B.A., *ex officio*, President of the Wellesley

College Alumnae Association, Washington, District of Columbia. Judy Hale, class of '60 from Naples, Florida joined the board last spring. These members will be great new additions.

The President concluded her report and introduced Layli Maparyan, new executive director of the Wellesley Centers for Women.

3. WCW update: Layli Maparyan, Executive Director

Layli began her report by saying how incredibly delighted she is to be here to talk about what's new at the Wellesley Centers for Women. One of the newest things is her! She's been loving her first 3 months.

The mission of the Wellesley Centers for Women is to Conduct scholarly research and sound action programs with women's perspectives and experiences at the center and to ensure that this work reaches a wide audience and thus influences public policies and programs. *A world that's good for women is good for everyone.*

Layli's talk covered a bit about who the WCW are, what they do, why they are important, and where they are headed.

History of the Center. The WCE represents a merger of two different centers with different histories, both of which had been around for a long time. In 1974, the Center for Research on Women began conducting interdisciplinary studies on a variety of social issues (sexual harassment, gender violence, etc). In 1981, the Stone Center for Developmental Services and Studies (founded by Grace and Robert Stone) was opened to study psychological well-being and human development with particular attention placed to women and children. In 1995 the two centers merged to become the Wellesley Centers for Women (hence centers, not center). To date, the WCW is one of the largest women and gender centers in the US, with 75 staff, in three campus locations (the Stone Center in the original building, Waban House, and Cheever House, the headquarters). Layli encouraged us to visit anytime!

Major Research Areas. Research at the WCW is diverse. They interpret women's issues broadly, and focus on three major focus areas: The social and economic status of women and girls and the advancement of their human rights both in the United States and around the globe; the education, care, and development of children and youth; and the emotional well-being of families and individuals. Topics of research include: gender equity in education, women's psychological development, gender violence, child care, sexual harassment and bullying, adolescent girls and substance abuse, leadership in Asia and the Muslim world, and many other research areas that will improve women's and girl's lives. They are constantly on the lookout for new research areas and trends.

How? The WCW has a unique funding structure. Their funding is from soft money that compliments college support. 60% of the program's revenue is from state/federal/foundation grants contracts, and they also receive generous gifts. Funders have included government departments, private foundations, and even NASA!

Recent accomplishments. They are constantly staying active. They have A 200K study on dating violence, a 1.3M study on depression, and an ongoing Planned Parenthood evaluation comprehensive education study. Layli also told us to stay tuned for a forthcoming exciting announcement.

Future Directions. The WCW will continue to address important issues, and will continue to expand globally. They would like to expand their new media presence, and form new partnerships and collaborations, including building stronger ties between Wellesley and the WCW.

4. Human Resources Report: Carolyn Slaboden & Kathy Stewart, Interim Co-Directors of HR

Carolyn provided the update since Kathy was away. She began by thanking us for participating in the diversity and inclusion lunch. She's been here 23 years, but still found it awe-inspiring to see how administrative staff came through and supported this work. She encouraged us to stay tuned to the website for more interactive opportunities for engagement in this subject.

Carolyn reminded us that open enrollment is November 6 -15, and the benefits fair is on November 6th in the Alumnae Hall ballroom. The college is excited to offer new benefits and programs, and the benefits fair is a good opportunity to talk to reps. They also will be providing flu shots and biometric screenings from 8:30 AM – 2 PM, and you can be entered to win an iPad. You don't need to be on the college health plan for biometric screenings/flu shots. Chair massages will be back by popular demand. There will also be information on a pilot financial planning program. Sunlife is our new life insurance carrier, and they've also added a vision plan eye. Again, make sure to talk to your reps to see if these new plans work for you and your family.

Finally, there will be representatives from the Health Advocate Program there. Check out the Healthy You website for more information. New Healthy You programs can be found online or call x2289. Our medical rate increases are less than the normal raises again (4.5%, below the 7-11% normal regional and national average). The President extended her thanks to the HR team to keep these increases low.

5. LTS Update: Ravi Ravishanker, CIO, & Veronica Brandstrader, Director of Communication, Administration & Planning

Ravi highlighted that we have no new systems to worry about this year! Last year at this time, we talked about Google, and now we've adjusted. He wanted to present some highlights of the work LTS has done.

Google drive -- makes Google docs appear as if on a drive on your desktop.

Google groups – can interact with them better and stylize, fonts, attach other files.

Google calendar – now has appointment slots.

160 classes have signed up for Google Learning Management Systems. It's difficult to measure how many use it, but those using it seem to like it. With all of these advancements, Google is becoming the single point where people are working (like Firstclass).

We can now get Adobe CS6 at home! We had to renegotiate our contract. It's available to install on our office machines without the Keyserve restrictions. If you want to install a copy on your home machine, contact the help desk.

Crashplan PRO: We're piloting this great backup system. It's very unobtrusive, user-friendly, and allows you to seamlessly backup/restore on your own from your laptop to the server. Things happen (coffee) and this allows you to not have to think about saving (you can still save locally). 300 machines are backed up this way now, and if you are interested in the program contact the help desk (x3333).

Ravi talked to us about what happens to our old computers once they are out of circulation (normally after 4-4.5 years). They still have life in them, and LTS will be setting up a website where you can request (on a first come first serve basis) a non-profit to donate used machines to. They have already given 20 or so machines away.

We also heard about the college's account termination policy. Administrative and union employee accounts will be terminated within 24 hours of their last day (and if parting is amicable, they can set up an out of office account for a few weeks before they leave). Electronic content can be made available to the

employee's supervisor for 6 months following terminations, on the supervisor's request. Faculty will retain access to Sakai and Google apps for two months after they complete their term (for communication with students), and email will then be forwarded for three months, again for additional access to students (finalizing research, etc). There are special circumstances where employees will retain access to their domain accounts and Google apps (retirements). Alumnae, beginning with the class of 2012, will retain access to Google apps. Full details on account termination policies can be found here: <http://new.wellesley.edu/lts/policies/electroniccontent/accounts>

Updates

LTS wants to revamp and expand the use of NoliJ, a document imaging program. The system is used for scanning paper/documents, and saves them in a way that is easy to access, index, and search. We will be using this program in the first paperless admissions cycle this coming year! All applications will be read online through this system, and LTS is working with student financial services to do the same thing for invoices. They are also in talks with HR to use this for storing past paperwork.

Drupal – LTS and public affairs worked together to move content to a new server (from a very old one), which was a fantastic partnership and was completed in record time.

6. Process for requesting major technology projects: Carol Shanmugaratnam, Registrar & Assistant Dean of College

Carol was brought to talk to the group about how to request a major technology project through the Project Prioritization Advisory Committee (PPAC). If you have a good idea, this presentation will tell you where and how to start. The PPAC has been working the past 14 months to streamline this process.

The PPAC purpose is twofold. 1) Members assist administrators within their division with developing and submitting technology project proposals to LTS (getting ideas to the point of formal proposals), and 2) Members assist LTS Enterprise Solutions Group with prioritizing current (larger-scale) technology proposals.

The PPAC is made up of representatives from all divisions of the college.

RON LESHANE, ADMISSIONS AND FINANCIAL AID

SCOTT GORDON, ALUMNAE OFFICE

BETH ANN COPPI, FINANCE AND ADMINISTRATION

CAROL SHANMUGARATNAM, PROVOST

SANDRA KENDALL & KATHY FLYNN, RESOURCES AND PUBLIC AFFAIRS

ANNE MANNING, DEAN OF STUDENTS

Why do we need a group like PPAC?

Folks felt like there wasn't a streamlined process, and that there wasn't a clear path from ideas to connection to technology resources and making it happen. The Committee helps administrators connect with the resources needed to launch technology initiatives. They facilitate communication across departments and divisions regarding technology projects, and identify everyone who should be involved. They can provide L.T.S. with guidance in allocating technical staff resources.

Carol gave us a broad brush overview and outlined a **three step process** to requesting major technology projects through PPAC (the website has a more detailed, 8 step process).

Step 1) Get a great idea about making use of technology in the work that you do! Discuss and secure buy-in from all affected parties. Open the lines of communication and begin to develop the scope of the project.

Make an effort to determine who will need to participate and who you need to agree to the project before you can move forward.

Step 1 in Detail:

- Consider who will need to participate
- Consider which departments will be affected by the project or by the outcomes proposed
- Discuss your ideas with all those affected and gather input from all parties
- Answer the questions – What do we need and what approach will work best for all those involved?

Outcomes of Step 1:

- Open the lines of communication
- Begin to develop the scope of the project
- Make a best effort to determine who will need to participate
- Determine who will need to agree for the project to move forward

Step 2) Initiate conversation(s) with those who can help refine the idea and fill in details about time, people, budget and priority within the division. You may choose to talk to a PPAC member or choose to talk to a tech support person.

Contact a TSG or a PPAC Member

RON LESHANE, ADMISSIONS

SCOTT GORDON, ALUMNAE OFFICE

BETH ANN COPPI, STEPHANIE TONG, RYAN RUSSELL, BUDGET AND FINANCE/
ADMIN SYSTEMS

ANNE MANNING, DEAN OF STUDENTS

MICHELLE GILLETT, REGISTRAR

AMY MICHELSON, RESOURCES

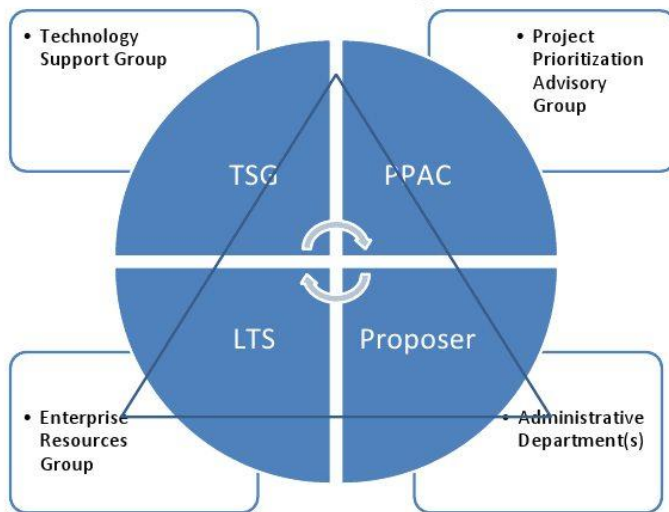
MARY ROBERTS, STUDENT FINANCIAL SERVICES

SUE SOURS & DEBI MEYER, WELLESLEY CENTERS FOR WOMEN

Outcomes of Step 2:

- TSG and LTS members are informed about the project and have offered appropriate input
- Project goals and requirements are further refined
- Initial consideration of hard costs and budget resources. Do we have money?
- Consideration of project's priority among other division technology initiatives

Steps 1 and 2 – Information Gathering and Sharing!



Steps 1 and 2 promote planning and prioritization.

Step 3) Submit a project proposal to LTS

<http://web.wellesley.edu/lts/projectreq> OR Search for ‘Project Management Process’ from the Wellesley home page

Proposal asks for info gathered in steps 1 & 2:

- Who is the sponsor or sponsors?
- Describe the problem, need or opportunity
- What is the goal of the project?
- What is your proposed solution?
- Who would be the project participants?
- What additional resources would be required?
- Is this related to institutional priorities?
- What is your need-by date or intended time-frame?

What happens after Step 3?

- 35 Hours or Less? Terry Ballantyne assigns E.S.G. resources
- More than 35 hours? The project is first routed to the PPAC for project prioritization, and is then assigned E.S.G. resources

PPAC is here to help. The committee meets monthly.

Questions? Contact a PPAC member.

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ANNE MANNING, DEAN OF STUDENTS

7. Charitable Giving Campaign Update: Jill Downing, 2012 Campaign Committee

Jill Downing spoke as co-chair of this year's charitable giving campaign. This is her third year working at Wellesley in the President's Office, and her first as co-chair of this committee. The Charitable Giving committee also includes Nicole Charles, in the Admission Office, Veronica Craven also in the Admission Office, Donna Matson in the Office of Religious and Spiritual Life, Kim Lancaster in the PLTC, and Anita Yip in Resources.

The Campaign will officially begin with the HR Benefits Fair on Tuesday, November 6 from 8:30 to 12:00 p.m. in the Alumnae Hall Ballroom.

This year we will continue our tradition of giving and once again support:

- Community Works,
- The Massachusetts Chapter of the National Alliance on Mental Illness,
- Oxfam America,
- Rosie's Place,
- and the United Way.

As an institution, Wellesley is committed to educating women who will make a difference in the world and the Charitable Giving Campaign presents an opportunity for faculty and staff members to make a difference, as well, with a small—or large—donation to any or all of these charities, which, among others goals:

- strive to find immediate and long-term solutions to social problems in our community;
- provide solutions to poverty, hunger, and injustice both in the US and around the world;
- support and advocate for individuals with mental illness and their families;
- provide a safe and nurturing environment for poor and homeless women;
- and, advance the common good by focusing on education, financial stability, and health.

Representatives from the charities will be available during the Benefits Fair to provide information and answer questions.

At the start of the Campaign, you will receive an email with materials from each organization, donation pledge forms, and information regarding how to donate items to the raffle.

Donations to one, or all, of the charities will automatically enter you to win a raffle prize. Contributions can be made as a one-time donation or through a payroll deduction and will be accepted until Tuesday, December 11. The raffle drawing will take place during the Winter Solstice Brunch on Monday, December 17.

Additionally, this year we will be launching a spare change drive, in which departments can collect spare change to be donated to one of the five charities. For a little friendly competition, the department that raises the most funds per person will receive a lunch sponsored by the President's Office. The winning department will be announced at Solstice.

In the past five years, we have seen a significant decline in the total amount donated—with donations averaging just under \$55,000 during the two most recent campaigns. This year the Charitable Giving Campaign committee is challenging the community to raise at least \$75,000.

Although we are undoubtedly still feeling the effects of the economic downturn and only you can decide whether or not to donate, we ask that you please consider supporting one of these charities during the holiday season.

If you have any questions, please do not hesitate to contact Jill or any of the other members of the committee.

Q&A, Open Mic/Announcements

ShaQuan from Residential Life announced that they will be hosting trick-or-treating in the residence halls this year. On Halloween, from 5-6:30 there will be pizza, a Halloween party for kids, and the opportunity for kids to trick-or-treat down the halls (in the Quint, Beebe, Pom and Munger). Students will have signs directing kids to the rooms where they can get candy. This is something the students wanted to do for the kids on campus.

Jane Jackson announced that the Newhouse Center is hosting an event entitled "Everybody's a Critic" tomorrow. She also urged us to think about singing with the group she organizes for the College's solstice event.

Ted Hufstader from the CWS reminded us that Tuesday, October 30th is Tanner, to be held in the Science Center. On the main page of website, we can navigate to the Tanner page and read about the schedule in more detail.

Anita Yip, from the Community Connections Committee, announced that the committee would be sending around a survey to gather ideas from staff about events they could facilitate. She encouraged us to fill out the survey, which will be posted on faculty-staff announcements.

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

Respectfully submitted,

Jessica Hunter (Secretary)