



## ADMINISTRATIVE COUNCIL MEETING

Wednesday, May 18, 2011

Academic Council Room

11:00 a.m. – 12:00 p.m.

The meeting was convened at 11:00 a.m. by President H. Kim Bottomly. The minutes of the April 4, 2011, meeting were approved as distributed.

### **President's Report**

- President Bottomly reminded Administrative Council members that there would be an end-of-the-year celebratory lunch at her house following the meeting.
- She then offered comments and context prior to Tim Peltason's report from the Budget Advisory Committee.

This has been another financially challenging year for the College, and for the past two years, like most schools, we have been managing the impact that the global financial crisis has had on our endowment. While external markets are showing signs of recovery, Wellesley College will continue to feel the effects of reduced operating budgets until 2016. Some reasons for this include the fact that Wellesley has a careful formula, so that after a major endowment loss, we are limited in how much we can draw from the endowment for our operating budget. In this way, we can smooth endowment earnings over several years, to help balance the loss from any one year.

The Board voted last year to limit the annual amount that we can spend from the endowment from 5% to 4.5%. They also made other smart and necessary adjustments to reduce the volatility in spending.

As a result of the global crisis, our financial decisions continue to be guided by our institutional priorities: preserving our core academic program while allowing for enhanced quality; maintaining our need-blind admission program; and continuing to support our financial aid policy of meeting the full need of students who qualify. It is critical that we remain true to our priorities and fund them appropriately.

President Bottomly thanked everyone who worked to balance next year's budget. This includes the Budget Advisory Committee, the Provost's Budget Committee, the Finance Office, and the individual department budget managers.

She reminded us that Senior Week is next week, and it is a proud moment for us collectively. She hopes to see us at lunch today at the President's House following the meeting.

## **Human Resources Report: Eloise See McGaw, Assistant V.P. & Director of H.R. & Equal Opportunity**

- Eloise announced that we will be having a salary increase program effective July 1. The salary pool is 1.4% plus an additional 1% for bonuses. Please refer to the HR website for information on the salary increase program, including guidelines for evaluating performance, as well as self-assessment tools for employees and supervisors.
- The “Healthy U” initiative was launched in January and has had a busy and successful first year. Many programs were offered to help educate us about managing our own health. About 450 participants attended programs. 36% of employees in our health plan and 23% of spouses took part in the health questionnaire. The overall participation rate was 32%, and since best practice data is 25%, we are pleased to have exceeded expectations.
- As part of a commitment to promote a healthy environment at work and home, and through the initiative of Bridget Belgiovine, Director of PERA, and the Budget Advisory Committee, we will be eliminating membership fees to use the Keohane Sports Center this fall.
- In the next few weeks, Human Resources will introduce All One Health, our new employee assistance program. Eloise believes they will offer a higher standard of customer service and a more comprehensive array of benefits to support employees, including counseling, legal advice, and other support networks. The Employee Assistance Program is a free and confidential service to Wellesley College employees and their household members. All One Health will have a table at the College Club barbecue on June 23 and will be able to answer questions then.
- Eloise recognized new employees who attended the meeting. Since July 1, 2010, we have hired 52 administrative employees, with almost 30% from diverse backgrounds.
- This is also a time of retirements, and Eloise recognized those administrative employees who are retiring this year. The annual retirement dinner was held last week. There is a “book of tributes” on the H.R. website under “What’s New”, and Eloise encouraged us to read about retirees’ contributions and the College’s gratitude for their service.

## **FY 2012 Budget Update: Tim Peltason, Chair, Budget Advisory Committee**

- The Budget Advisory Committee is an Academic Council Committee and is composed of five faculty members, the Provost, the V.P. of Finance, two members of Administrative Council, and four students. It operates on the basis of consensus, and there is no difference between voting and non-voting members. The BAC is not charged with final decision-making power but is an important part of the conversation about budget matters, responding to information as it comes from the senior staff and the community, and meeting every two weeks throughout the academic year.
- The impact of the 2008 economic crisis is working its way slowly through the system. We must still use budgetary restraint. Wellesley doesn’t want to be careless about the amount of money that can flow from the endowment to the monetary fund. We feel budgetary pressures, because our mission is expensive. Yet while we restrain costs, we are also committed to compensation

practices and having a first-rate faculty and staff. We must also be responsive to infrastructure and physical plant needs. The College has been doing an inventory of resources and buildings. The good news is that we are being very conscientious; the bad news is that it will be expensive, and we must put aside money each year for asset renewal. The fund is designed so that we are not surprised by routine maintenance needs. The picture is not gloomy, but it requires continuing alertness. Tim is confident that we are being well managed during this difficult economic time.

### **Update on Incoming Class of 2015: Jennifer Desjarlais, Dean of Admissions**

- We have had another strong admission cycle with 4,440 applications, a 3% increase this year, representing a diversity of experiences and talents. With a plan to enroll a smaller class (target between 570 to 575), the Board of Admission was even more selective with initial admission offers this year, accepting slightly more than 28% of those who applied.
- Once again, this is an outstanding group academically—62% from public high schools; 38% from independent and parochial schools; and a handful who have been homeschooled. Average SAT scores are 692 (Critical Reading), 691 (Math), and 703 (Writing). Students come from 44 states, plus Washington, DC, and represent 30 nations of citizenship and 29 languages spoken other than English.
- 41% of enrolling students are ALANA, and 12% are international citizens. Students with alumnae ties represent almost 14% of the class, and slightly more than 11% of those enrolling will be the first in their family to attend college. We also anticipate 10 Davis Scholars and 10 transfer students.
- Jenn thanked the Wellesley College community for our help and appreciates our connections and interactions with incoming students. More than 70% choose Wellesley after they attend Open Campus. She thanked us for pointing students in the right direction.

### **Google Implementation – Moving Email to Gmail: Davis O’Steen, Research & Instructional Support**

- David reported that Wellesley College is moving our FirstClass email to Google’s Gmail. Other FirstClass activities will be replaced with the MyWellesley portal, Sakai, and Google Apps. In Fall 2011, there will be no more FirstClass conferences, which will be replaced with Sakai. We should think of Sakai as a FirstClass conference—as an “e-place” to move our FirstClass conference work.
- Beginning next month, LTS will copy all of our FirstClass messages into our new gmail accounts. Other activities will move over the next six months, when we will have access to the rest of Google Apps. Google calendar will replace MeetingMaker, and we will be able to have multiple calendars (for example, a work calendar and a personal calendar) which can be layered one over the other to suit specific needs. Another component is Google Docs. All of these tools only require a web browser. We will be able to create Word and Excel documents without software, and documents will be easy to share.
- Regarding timing of the move to Google, administrative departments will move from June to July. We will still have access to FirstClass for six months. Academic departments will move

during the fall. It has not yet been decided when MeetingMaker will disappear. FirstClass will go into a read-only mode in Spring 2012, and no new content will be created in FirstClass.

- To learn more, visit the LTS home page, and contact David for more information. The LTS web site is constantly being updated and provides steps to take to prepare for moving to Google.

#### **Approval of 2012-12 Administrative Council Slate: Mayumi Knudsen, Nominating Committee**

- Mayumi thanked those staff members who have come forward to serve. A motion was made to approve the slate. The 2011-12 Administrative Council slate was approved.

#### **CPPAC Update: Jennifer Thomas-Starck, Director of International Studies**

- Jennifer thanked those staff members who participated in the Work-Life Balance program, and she reported on CPPAC's recommendations to Human Resources. Among these are to have a re-orientation program specifically for managers. She thanked the outgoing members of CPPAC and welcomes our comments.

#### **Faculty-Staff Service Award: Presented by Susan Challenger, Executive Director of the Alumnae Association**

- The Alumnae Association established the Faculty Service Award in 1998 to honor a faculty member who exhibited excellence in furthering the educational interests of and opportunities for Wellesley College alumnae. Last year, the Alumnae Association's Board of Directors changed the award to include staff members who have exhibited dedicated service to alumnae.
- Susan announced that she was pleased to recognize the first staff recipient of the award, Kevin Reardon, Operation Director of the Wellesley College Club. Kevin arrived at Wellesley 23 years ago and, since then, he has become known as the face of the Club. He goes above and beyond what his title implies and provides a level of hospitality and attention to detail that are widely recognized by anyone who frequents the College Club. Kevin's professionalism and dedication to providing outstanding service are especially appreciated by our alumnae.

#### **Vacation Prize Drawing: Sandy Thompson (winner of the 2009-10 vacation prize)**

- Sandy Thompson, winner of last year's vacation prize, reported on how she had spent her prize money and drew the name of this year's winner. The 2010-11 vacation prize winner is Eva Bedrick, Benefits Specialist, Human Resources.

There being no further business to discuss, the meeting was adjourned at 12:00 noon to the President's House for lunch.

Respectfully submitted,

Mary Holliday  
Secretary