

WELLESLEY COLLEGE

ADMINISTRATIVE COUNCIL

ADMINISTRATIVE COUNCIL MEETING

Wednesday, May 16, 2018
Academic Council Room, GRH 4th Floor
11:00 a.m.–12:00 p.m.

AGENDA:

- I. Approval of Minutes
- II. President's Report
- III. 2018 Vacation Prize: Kim Lancaster, Steering Committee
- IV. 2018-2019 Administrative Council Slate Vote: Nominating Committee
- V. HR Update: Carolyn Slaboden, AVP for Human Resources & EO
- VI. Campus Sustainability update: Dorothea Von Herder, Coordinator of Campus Sustainability Programs & Robert Lamma, Director for Energy, Infrastructure & Chief Sustainability Officer
- VII. Alumnae Office update: Missy Shea, Executive Director of the Alumnae Association
- VIII. Campus Facilities update: Dave Chakraborty, Assistant VP for Facilities Management & Planning

Open Mic/Announcements

Luncheon to follow at The President's House

I. Approval of Minutes

II. President's Report

- Over 80 faculty, staff, and students volunteered for the Task Force on Speech & Inclusion
 - 12 members were chosen - four faculty, four staff, and four students
 - The four staff members are: Christine Cruzvergara, Lauren Haynie, Kim Lancaster, and Lori Parmet
 - Provost Andy Shennan will facilitate the Task Force
 - Task Force has already had two meetings this month and will break for the summer
 - Task Force will provide a set of recommendations to President Johnson by the end of next semester
- Commission on Ethnicity, Race, & Equality, The Diversity Collation, and The Minority Recruitment, Hiring & Retention Advisory are also examples of our efforts to promote inclusivity
- Accreditation process:
 - Began last fall with the self-study which is organized into nine standards.



- The nine standards will be available for the entire community to review in the fall - please look at them and provide feedback.
- The two-day reaccreditation visit will take place be next March
- Please join us for lunch after this meeting at the President's House

III. 2018 Vacation Prize: Kim Lancaster, Steering Committee

- Kim Lancaster selected the 2018 Vacation Prize winner: Janet McKeeney, Director of Alumnae Engagement

IV. 2018-2019 Administrative Council Slate Vote: Nominating Committee

- The slate passed

V. HR Update: Carolyn Slaboden, AVP for Human Resources & EO

- Salary increase program for administrative staff
 - Merit program which is the same as it has been in the past
 - Pool of dollars equivalent to 2.5% of payroll; department and division heads will decide how to allocate those dollars based on the performance of each individual
 - HR has provided information and criteria to department and division heads as a guide to make decisions. That same information is posted on the HR homepage so the process is transparent to everyone
 - .25% is for one time bonuses for extraordinary performance
- Performance Management
 - Conversations about goals should be happening from now through June 30
 - Employees should do their own self-assessment as well
 - HR has Workday training available for performance management
 - Tomorrow at 12p.m., Friday at 9a.m., and next Monday at 10a.m.
- Leadership Development
 - This year's cohort action learning projects were the following:
 - Leading at Wellesley
 - Framing Free Speech
 - From Handshake to Hive
 - We surveyed past participants to see what they learned and how they are applying that knowledge today. This helped us identify what we do well and where we need to improve.
 - We are redefining the program to be much more competency-based. You can see the changes to the program on our website.
 - You can apply to be part of the program until the end of May
- Community Conversations
 - Provide opportunities for staff to come together to explore diversity, equity, and inclusion. This year's four programs are the following (more information on each

will be available in the June newsletter):

- Continued conversation based on #metoo to #notme presentation
- From safe spaces to brave spaces
- Exploring excellence with an eye towards how administration functions can and do contribute to inclusive excellence
- Cross cultural mentoring
- Service and Recognition Event
 - Celebrated over 100 employees who have dedicated many years of service to the College
 - Recognized employees through the staff recognition program and awarded the “Agent of Innovation Award” (individual award) and “The Division Administrators Meeting Group” (team award)
 - Next awards will be given at the holiday winter solstice event. If you’re interested in participating on the committee, please be in touch with me
- Walking challenge
 - Closed on May 15
 - 100 individuals; 20 teams; 50 million steps
 - Winners will be announced this week

VI. Campus Sustainability update: Dorothea Von Herder, Coordinator of Campus Sustainability Programs & Robert Lamma, Director for Energy, Infrastructure & Chief Sustainability Officer

- **See presentation for details**

VII. Alumnae Office update: Missy Shea, Executive Director of the Alumnae Association

- Surpassed our Reunion attendance goal:
 - Goal was 30%, and we currently have 31.28% registered
 - Currently over 2,000 alumnae and 900 of their guests are coming, for a total of 2,957 people. We anticipate breaking the 3,000 mark.
- Last year, we incorporated a giving opportunity as part of the Reunion registration process, and that yielded 108 gifts for about \$22,000. This year, we made gift giving a direct part of Reunion registration. It yielded 544 gifts for almost \$91,000.
- Transition with Alumnae Association board:
 - Nine directors are rolling off including our president for the last three years Georgia Murphy Johnson ’75. Martha Goldberg Aaronson ’89 will be replacing her as president.
- The WCAA supports 150 classes, clubs, and shared interest groups
- We are working on stronger collaborations with resources
- Major priority includes inclusive excellence
 - Have looked at our mission and are taking a deep dive into how we increase

alumnae engagement in ways that are more diverse

- We have created a working group called IDEA (inclusion and diversity engaging, alumnae) which includes alumnae volunteers, students, and staff. They are analyzing our programming and communications to see how we can be even inclusive.
- In collaboration with Career Education, we have launched a Jewish student and alumnae mentorship program through the hive platform and are beginning conversations around a Jewish alumnae interest group
- Working with Resources and the Davis around Friends of Art and the Friends groups
- 2018 Faculty Staff Award awarded to Rachel Coombes and Tony DiPesa
 - Tony and Rachel created a system called WENDY which houses alumnae data and reports for the WCAA

VIII. Campus Facilities update: Dave Chakraborty, Assistant VP for Facilities Management & Planning

- **See presentation for details**

Open Mic/Announcements

- Dorothy Von Herder introduced herself and mentioned that she works with Rob to reduce greenhouse gases
- Ravi announced that Veronica Brandstrader will leave Wellesley in the next couple of weeks