



Administrative Council

Wellesley College

106 Central Street

Wellesley, Massachusetts 02481-8203

ADMINISTRATIVE COUNCIL MEETING

Monday, September 12, 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 May 18, 2011 meeting were approved as distributed.

President's Report

The President welcomed everyone back to the new school year, and began her report by thanking the College Community for their efforts to ensure that students remained safe, fed and dry during and following Hurricane Irene.

She continued by updating us on new College communication tools. Specifically, she posted the first message in the new College Announcements blog, which will take the place of the old "Official Announcements" conference in FirstClass. This is a place where Senior Staff and the President will communicate important institution-wide initiatives. You can read College Announcements at: blogs.wellesley.edu/announcements and sign up to receive email notifications when there is a new post. You will also be able to read College Announcements from a link on the MyWellesley portal and the Google Apps login page. The president also mentioned the ongoing Google migration, and pointed out that we are all adapting to the new system and new ways of working and communicating, but that even with some difficulty, we always seem to come out on the other side thinking it's terrific. It's a great step forward for Wellesley.

The President outlined several initiatives she will be focusing on for the coming year. She had ample planning and thinking time this summer, since she didn't have to deal with the economic crisis. The first initiative will begin to lay out what the future of Wellesley will be, building on the academic planning initiatives and other planning work that many of you participated in over the last few years. This year, we will identify the resources it will take to get us there, and also define the principles and processes that will guide us. Second, the president will use her leadership to make the case for the continued relevance of the liberal arts and women's education globally. It is critical that we "tell the Wellesley story," and the President plans to do this, this fall in Tokyo where she will be delivering the keynote speech at the Japan Women's University's 110th anniversary celebration, and again in London, where she will participate in a symposium sponsored by our own Albright Institute and the London School of Economics.

The President's ended her report by thanking everyone who has signed up to serve on committees of Administrative Council this year. She especially wanted to acknowledge Kim Lancaster (from the PLTC) and Bill Bennett (from Resources) who are serving as co-chairs of the steering committee this year.

Overview of the Year Ahead by members of senior staff

Based on your feedback, we followed the same format that we did at the start of Administrative Council last year. The President asked the members of the senior staff to describe their portfolios, to give a sense of their top priorities this year, and to introduce the new members in their divisions.

Jenn Desjarlais, Dean of Admission and Financial Aid is traveling on college business so the President stepped in to give a brief introduction. The College's admission team has an effective strategy in place, as evidenced by yet another successful first year class, and the newly arrived Class of 2015 is fabulous. Jenn looks forward to giving more information about that class at an upcoming meeting.

New Staff:

- Lauren Reilly, receptionist in Admission
- Scott Juedes, the new Director of Student Financial Services
- Noemi Fernandez, Admission Counselor

Debra DeMeis, Dean of Students discussed how well her Division accommodated Irene, just like our other new students. She has a broad division, which focuses on the way students live and learn outside the classroom. Her office connects students with experiences outside of the College. We are a residential institution, so it's important for us to connect to the community around us.

Her division encompasses a wide sweep of offices including the Center for Work and Service (CWS), the Class Deans, Orientation, the Pforzheimer Learning and Teaching Center (PLTC), Disability Services, Counseling Service, Health Services, Religious and Spiritual Life, Intercultural Education, Latina Students, Students of African Descent, Student of Asian Descent, LGBTQ Services, Slater House, Davis Scholars, Residential Life, Office of Student Involvement (not activities) Honor Code Council.

Debra highlighted the Initiative for Diversity and Inclusion (from the Office of Intercultural Education), which will work to implement the Strategic Directions developed by the Committee Members. The goal of this initiative is to engage members of the Wellesley Community in thinking about how to continue to move forward on our deeply held commitment to diversity and inclusion. She also mentioned her division's role in the EBURS process (Evaluate Building Utilization and Renovation Strategies), which will support wellness planning and residential life. Wellness is a focus of her division. They have a new alcohol initiative and two new health educators.

New Staff:

- Ted Hufstader, Program Director, Internships
- Erin Sullivan, Associate Director, Center for Work & Services
- Valerie Haines, Family Nurse Practitioner
- Claudia Trevor-Wright, Assistant Director of Health Education & Wellness
- Megan Edwards, Counseling Services Psychologist and Assistant Director of Group and Outreach Activities
- Kristen Merchant has a new desk in Residential Life (Coordinator, Off. of Residence).

Andy Evans, Vice President for Finance and Treasurer named his Division's six departments: Finance, Administration, Facilities, Human Resources, Office of Institutional Research, Campus Security. This year, the finance department's goal is to continue to work with the Provost and Provost budget committee to implement financial strategies to balance the budget, including a 5-year budget plan model that is interactive to enhance and address out-year deficits. They believe that next year's

budget (2013) is manageable but will need close monitoring. They are working to improve service to administrative departments through purchasing services via the Boston Consortium technology and collaborative buying initiatives. The administrative areas of his Division (including Dining Services, Housing, Summer Programs, Printing Services, Campus Center, Special Events, College Club) will be working to improve dining services, including an extensive evaluation of the College's current dining program. Andy also discussed his division's role in EBURS, the long-term space planning process, and announced that they will be hiring a new director of facilities and operations in the near future.

As far as Human Resources and Equal Opportunity, their goal this year is to lead a strategic approach to manage health care costs. There are exciting programs coming out this year so pay attention, including a collaborative venture with the Boston Consortium. Finally, The Office of Institutional Research will be working to provide more help to academic departments, and Campus Security will evaluate best practices.

New Staff:

- Cindy Cox, Administrative Assistant, Physical Plant Administration

Cameran Mason, Vice President of Resources and Public Affairs. Her division includes Fundraising and Public Affairs. Last year's fundraising effort yielded great results, with over \$40 million in new gifts and pledges (a 25% increase). The unrestricted funds from the Annual Giving campaign topped \$10 million and they hadn't done that in a while. This year, they will be focusing on increasing the percent of alumnae who give every year with "Count me in" initiative. The goal is to hit 50%. (Last year they hit 46.6%, so this year they are hoping for 48% as a milestone to 50%). This requires us to keep every donor and get 1000 new ones. They will also aim to engage young alumnae. Cameran reminded us that everyone in the room plays a part to keep young alumnae connected to the college. Her office will also kick off the Parents Fund. Last year this generated \$200,000, and this year they are aiming for \$300,000. They also would like to increase our unrestricted funds (\$10.8 million) for financial aid and faculty support. While the "Count me in" initiative focuses on young alumnae, they also recognize that older alums want to be counted too, so they will develop a component of this initiative that focuses on boomers. Her division also has an important role in the EBURS process, since space planning is extremely important for fundraising efforts.

The goals of Communication and Public Affairs are to enhance the college's reputation and build awareness of the College. Reputation is a key component of the college. They want to achieve media coverage of the college and its key leaders, and build an online community through social media channels and tools like the interactive campus map, which launches this month. They also launched Wellesley Wire 2.0, a new student generated media content site, and the Wellesley website has been tweaked with a new visual identity. They are also working to expand the arts calendar, which is both an online and printed resource.

New Staff:

- Kyra Gregerson, Project Manager, Communications & Public Affairs
- Sofiya Cabalquinto, Director of Media Relations, Media Relations
- Maureen Whelan, Administrative & Online Assistant, Media Relations
- Rachael Lau, Assist. Director of Annual Giving, Resources
- Kerry Steere, Associate Director of Annual Giving, Resources
- Jessica Telemaque, Assistant Director of Annual Giving, Resources
- Anita Yip, Assistant Director of Corporate and Foundation Relations

Kate Salop, Assistant Vice President and Executive Assistant to the President. The job of her office is to work with the president to advance her goals and priorities. This requires lots of coordination with other senior staff offices. She works with senior staff and the president's cabinet to coordinate agendas and follow up on agenda items generated in meetings. Kate mentioned that her fully staffed office (the President and Trustees Office) help to make her work manageable.

Kate also works with Kim and Bill to set the agenda for Administrative Council and plan for the year ahead. The agendas are tweaked based on feedback from staff and we are always looking for new ideas. One of the most fun parts of her job is to work with the senior class to find a commencement speaker.

Andy Shennan, Provost and Dean of the College. The Provost's Office has only been here two years, and Andy joked that most of his faculty colleagues don't know what he does. To start, the faculty report to his office, as do all Academic Departments, Library and Technology Services, and the Centers (Davis Museum, Centers for Women, Child Study Center, Science Center, Newhouse Center). His division works with offices that support the educational work of students and faculty (also includes registrar's office, international studies, sponsored research, PLTC). Andy went on to mention that this is an exciting juncture for the college. The College can finally look beyond the immediate financial problems from 2008. We can think about our preferred future, something that has been proceeding but that can be made more public now to students, faculty, staff and alumnae. After several years of intense academic planning, we are at a point where we need to focus on the overarching principles of academic programs in the years ahead. We need to stress creativity and innovation in academic programs, and stress our need to improve our central facilities. We need to focus on student learning and understand the ways our education is working (or not) and intervene to improve upon it. These are broad themes, and each involved many steps. In terms of the EBURS process, we need to think about how academic and residential renovations can be made in a way that takes programs in new and exciting directions. It's not just about fixing, but improving in a way that makes us an even better college. He ended by suggesting his ideal commencement speaker: Tina Fey!

New Staff:

- Amanda Hitchcock, Lab Technician, Biological Sciences
- Jolene Schuster, PostDoc Fellow, Chemistry
- Sara Spinella, Research Technician, Chemistry
- Sarah Mohtes-Chan, Assistant Teacher Intern, Child Study Center
- Benjamin Tober, Assistant Teacher Intern, Child Study Center
- Sheila Datz, Academic Administrative Assistant, Economics
- Katie Jackson, Academic Administrative Assistant, German/Russian Department
- Anne Wasserman, Academic Administrative Assistant, History
- Cleo Stoughton, Postgraduate Intern, Neuroscience
- Consuelo Valdes, Postgraduate Intern, Computer Science
- Kristen Yarnall, Faculty Information Administrator, Provost Office
- Carol Shanmugaratnam, Registrar, Registrar's Office
- Joan Butler, Grant & Contract Services Administrator, Wellesley Centers for Women
- Anna Dore, Director of Grant and Contract Services, Wellesley Centers for Women
- Jim Strouse, Project Assoc/Lead Trainer and Coach, Wellesley Centers for Women
- Melissa Patrick, Administrative Assistant, Wellesley Centers for Women
- Emmy Howe, Co-Director of SEED Project, Wellesley Centers for Women
- Megan Cunniff, Emerging Technologies Specialist, Computing & Media Support Services

- Anita Yip-Resources Asst Director of Corporate and Foundation Relations

Susan Challenger, Executive Director of the Alumnae Association. She described how her office has the widest audience to keep happy. They have a network of 36,000 alums to support and engage in college activities. These alumnae pave the way for fundraising, contribute to the campus academically, and help with recruiting for admissions. Her office will continue to work and improve in these areas, and strive to will strive to beat last years record attendance at reunion. Susan introduced the remaining new employees from her office:

New Staff:

- Jenn Flint, Associate Editor/Alumnae Magazine
- Mary Casey (from Brandeis), Assistant Director of Classes

Open Mic/Announcements

Jane Jackson invited us to the Newhouse Center for the Humanities opening reception from 4:30-6pm, and to the kick-off event of the Fall 2011 Distinguished Writers Series on September 20th, featuring a reading by Lydia Davis.

Jennifer Hughes announced the new 2011 Arts calendar.

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

Respectfully submitted,

Jessica Hunter
Secretary