ADMINISTRATIVE COUNCIL MEETING

Monday, October 30, 2017

Academic Council Room, GRH 4th Floor

11 am–12 pm

**AGENDA:**

I. Approval of Minutes

II. President's Report

III. 2019 Accreditation: Pam Taylor, Assistant Provost

IV. HR & Workday updates: Carolyn Slaboden, Assistant VP of Human Resources & EO

V. Admissions Update: Joy St John, Dean of Admissions & Financial Aid

VI. PERA Update: Lauren Haynie, Senior Associate Director for PERA & Athletics

I. Approval of Minutes

II. President's Report

* Announcements
	+ Noted that people should contact Kim Lancaster if they have future agenda items
	+ Reflected on the successful PNW opening celebration and two-day conference on gender equality hosted by the Suzy Newhouse Center
	+ Encouraged everyone to attend the Tanner Conference this week
	+ Highlighted topics from the recent Board meetings (1st of the year)
		- Accreditation process
			* An opportunity to identify where the College is excelling and where there is room for improvement
		- Upcoming plans for the Science Center
			* Largest building project the College will do for the next decade
			* L-wing will be renovated first and Sage portion will follow
* Working group to think about energy on campus
	+ - Developing a sustainable operating budget

III. 2019 Accreditation: Pam Taylor, Assistant Provost

* **Please see slideshow for complete details**
* Purpose of Accreditation
* To ensure quality and foster improvement
* To certify that the institution has appropriate purposes, the necessary resources to accomplish its purposes, is accomplishing its purposes, and has the ability to continue accomplishing its purposes
* Three-Part Process
	+ Self-Study prepared by the institution
	+ Site visit by an evaluation team from peer institutions
	+ Action by the NEASC Commission on Institutes of Higher Education
* Direct your questions to accreditationquestions@wellesley.edu

IV. HR & Workday updates: Carolyn Slaboden, Assistant VP of Human Resources & EO

* HR update
	+ Open enrollment occurring now through November 10 🡪 open Workday to review your benefits; go to HR for help
	+ There will be a zero rate increase in health insurance in 2018
	+ HR Illuminator newsletter has been separated into two parts
		- Part 1: Open Enrollment
		- Part 2: Whole You Program (highlights from most recent newsletter):
			* *Healthy You*: You can earn incentives by participating in programs 🡪 try Tai Chi
			* *Develop and Recognize You*: Information on discretionary holiday time and the staff and recognition program (send in your nominations by November 3rd)
			* *Engage You*: Will hold a community conversation on November 29 to discuss immigration issues
			* *Prosperous You*: Certificated Financial Planners and webinars on financial education are available for you
* Workday update
	+ Rolled out open enrollment
	+ Performance management to launch this week 🡪 training sessions will be available
		- The performance management program will consist of goal-setting and a final annual assessment
		- Workday will enable the College to report out on completed reviews and this will allow HR to follow up with departments to provide support in areas where performance management does not occur

V. Admissions Update: Joy St John, Dean of Admissions & Financial Aid

* Class of 2021 highlights
	+ 5,700 applications; up 17% from last year
	+ 40% were enrolled through early decision
	+ 48% yield rate; up 5% from last year
	+ 25 fall transfer students and 12 Davis Scholars
* Spotlight on new students
	+ One was a member of a rock band and was featured on MTV; one was a unit commander for Junior ROTC; one designed a model for a net zero energy home; and one co-founded an online bakery whose proceeds support an animal welfare program
* Introduced new staff:
	+ Karensa DiFonzo – Director of Student Financial Services
	+ Ivonne Marmolejo – Student Financial Services Coordinator
	+ Carlee Shults – Assistant Director of Admission Marketing and Communications
	+ Jake Cisco – Assistant Director of Admissions

VI. PERA Update: Lauren Haynie, Senior Associate Director for PERA & Athletics

* PERA - acronym for the department
* Each student must earn 8 units of physical education credit
	+ Students can earn units through participation in club sports and varsity athletics, but most earn units by taking one of the 90 courses that are offered annually
	+ Last year, 36% of first-years completed their PE requirement throughout the course of the year
* In addition to PE, our department features a recreation program
	+ PERA hosts popular one-day events like the Full Moon Paddle and Indoor Triathlon as well as many ongoing programs
	+ One of the most impactful of these is our group exercise offerings which are student-led fitness classes run by 114 instructors serving 27 classes and seeing over 4,100 participants annually
	+ 9 vibrant club sports, with nearly 250 students on the rosters of these sports
* Varsity athletics program
	+ Wellesley has 13 varsity sports composed of approximately 275 student-athletes
	+ Our head coaches, who are all faculty within our physical education program, also play a role in their partnership with Admission in continuing to build a diverse student population
	+ Of recruited student-athletes in the class of 2021, 48% are students of color
	+ Our athletic teams this fall have been very successful thus far
		- Yesterday, our rowing team won their ninth consecutive Seven Sisters Championship, our cross country team finished 4th out of 11 teams in our conference championship, and our field hockey, soccer and volleyball teams will be competing in the quarterfinals of our conference championships tomorrow
		- If you have the opportunity to support our volleyball team, we are hosting the match at home tomorrow at 7pm against the USCGA
* PERA is also committed to the idea of holistic well-being
* This year we have either undertaken or continued a number of initiatives to support students’ development:
	+ LeadBLUE is our student-athlete leadership development programming designed to equip our students with information and skills related to the variety of transitions they will undergo during their time here in college, as well as communication and role clarity. LeadBLUE features both first-year specific workshops as well as guest speakers open to all of our students
	+ Last year, in conjunction with many of our colleagues on campus as well as presenters from the NCAA, we started to have open dialogues about the mental health concerns of our students at Wellesley in general, as well as those unique needs of student-athletes.
	+ This year, we continue that dialogue, and in the spring, we have skill sessions and presentations planned to continue to address some of the most pressing needs of our student-athletes
	+ Continue to be committed to building a diverse and inclusive community:
		- Dialogue with our Student-Athlete Advisory Committee and Club Sports Council around issues of diversity, including socioeconomic status
		- Working group in conjunction with Human Resources to enhance our hiring process to develop diverse pools of applicants and to be as inclusive as possible

Open Mic/Announcements

* Lookout for the 2017 flyer with information on paycheck deductions in Workday
* Community Connections Committee is hosting a faculty/staff and student craft fair on November 30 in Tishman Commons 🡪 sign up or come by and shop
* Starting balance is now available for people who have gifts and grants in Workday