ADMINISTRATIVE COUNCIL MEETING

Monday, September 11, 2017

Academic Council Room, GRH 4th Floor

11:30 a.m.–12:30 p.m.

**AGENDA:**

I. Approval of Minutes

II. President's Report

III. Report of Executive Director of the Alumnae Association, Missy Shea

IV. Report of Vice President and Dean of Students, Sheilah Shaw Horton

V. Report of Vice President of Resources and Public Affairs, Cameran Mason

VI. Report of Provost and Dean of the College, Andy Shennan

VII. Report of Interim Vice President of Finance & Treasurer, Piper Orton

VIII. Report of Associate Provost & Executive Director of Career Education,

 Christine Cruzvergara

IX. Report of CIO and Associate Provost, Ravi Ravishanker

I. Approval of Minutes

II. President’s Report

* Welcomed everyone back after summer
* Announcements:
	+ Noted the delay in the arrival of our Houston students due to Hurricane Harvey
	+ Explained that the Immigration Working Group is working to address new threats posed by overturning DACA
	+ Emphasized the importance of Title IX and how seriously the College takes sexual harassment
	+ 10- year Accreditation
		- Opportunity to reflect on what we have achieved over the last decade and set goals for the next one
		- Encouraged everyone to attend the two accreditation sessions on September 26 and 27 to share their perspectives
	+ Introduced new staff
		- Piper Orton - VP for Finance & Administration and Treasurer
		- Karen Petrulakis - General Counsel
		- Sheilah Horton - Vice President and Dean of Students
		- Hanna Chipman – President’s Office Coordinator
* Class of 2021 highlights
* Record number of applications: a 17% increase from last year
* Record yield rate: 48% (a 5% improvement from last year)
* Class size: 605
* First years represent 43 states + District of Columbia + Puerto Rico, and 35 nations of citizenship
* 42% of students are ALANA (7% African American, 13% Latina American, 22% Asian American and less than 1% Native American); 7% are Non-Hispanic/Latina and identify as two or more races
* 44% speak a first language other than English or come from a home where a language other than English is spoken in the home

III. Report of Executive Director of the Alumnae Association, Missy Shea

* Introduced new staff
	+ Kelly Gallagher ’14 – Assistant Director of Alumnae Engagement
	+ Julie Dorsey – Assistant Director of Alumnae Engagement
	+ Darcy Kupferschmidt ’12 – Assistant Director of Alumnae Engagement
* Reflected on events over the past year to introduce President Johnson to Wellesley alumnae
	+ These events occurred in major cities including Boston; London; NYC; Naples; San Francisco; Los Angeles; Houston; Chicago; Washington, D.C.; Seattle (September 2017); Hartford, CT (December 2017)
	+ Introduced President Johnson to an estimated 1,500 alumnae
* Reflected on Reunion 2017 which over 1,900 alumnae attended. With 2,400 total attendees, this is 3.5% above the attendance goal of 27%; post-Reunion survey found that 91% were satisfied with their experience and would recommend it.
* Mentioned the Wellesley Hive, which has connected over 2,400 alumnae
* Highlighted Wellesley Weekend from October 13 – 16 and the Alumnae Achievement Awards to be given to:
	+ Lorraine O’Grady ’55 – Conceptual Artist, Cultural Critic
	+ Elyse Cherry ’75 – Entrepreneur, Financing & Social Equity Activist
	+ Kwan Kew Lai ’74 – Infectious Disease Physician, Disaster Relief Volunteer
* Noted the Alumnae Association’s plans to work with the Immigration Working Group and its desire to help foster diversity and inclusion

IV. Report of Vice President and Dean of Students, Sheilah Shaw Horton

* Orientation
	+ Theme was “Stretch Out Loud”
	+ Held a week of student training before new students arrived on campus
	+ Hurricane Harvey victims were late, but the situation was monitored to make the transition as seamless as possible once they arrived
* Series of programs focused on the Charlottesville incident are planned for this year
* Domestic Incident Response Team has reached out to our students from Florida whose families might be impacted by Hurricane Irma
* Flower Sunday on September 10 to welcome first year students was a success
* Key priorities moving forward are improving programs within the residence halls, fostering health and wellness, and advancing intercultural education
* Introduced new staff
	+ Elizabeth Siwo Center – MCF Scholar Program Coordinator, Slater International
	+ David Todd – Advisor for New Student Programs, First Year Student Experience
	+ Steven Edelman-Blank – Interim Rabbi and Director of Wellesley College Hillel

V. Report of Vice President of Resources and Public Affairs, Cameran Mason

* Introduced new staff
	+ Sarah Moreta ’90 – Assistant Director, The Wellesley Fund
	+ Sarah Levesque – Assistant Director of Special Events and Programs
	+ Aris Margosian – Donor Relations Associate
	+ Caitlin Roberts – Assistant to the VP of Resources and Public Affairs and the Director of Principal Gifts
	+ Erin Webb – Associate Director, The Wellesley Fund
	+ Julia Wills – Assistant Director of Resources Marketing
	+ Teal Plauche-Morris – Assistant Director of Donor Relations
	+ Allison Sobel – Senior Associate Director of Donor Relations
	+ Claire Bergsten – Administrative Assistant, International Advancement and Special Events
* Highlights from the past year include inauguration, 1st Wellesley Weekend, Election Night Watch Party, and introducing Christine Cruzvergara to alumnae groups
* The Wellesley Effect Campaign
	+ Scheduled to go for two more years
	+ Ended last year with $450M of $500M goal achieved
	+ Major campaign priorities are the new Science Center and Career Education
	+ Other focuses are the residence halls and Calderwood Seminars
	+ Hit 49% alumnae participation last year, just short of 50% participation goal
	+ The Wellesley Fund raised $10.8M last year
* Upcoming fall events
	+ Paulson Initiative kick-off event on September 11
	+ Pendleton West opening from October 18-21
	+ Celebration of Life event for Betsy Knapp ’64 on Friday, November 3 (details TBA)

VI. Report of Provost and Dean of the College, Andy Shennan

* PNW opening
	+ Bandaloop dancers are performing
	+ Contact Provost Shennan if you want to perform with the dancers
* Convocation
	+ Thanked everyone who helped
	+ Mentioned he was in NY after and met with alumnae 🡪 the theme of their conversation was that women’s education is as relevant as ever in light of what is going on in the world
* Noted that this is the Year of Sustainability, and there will be a series of programs related to this theme
* Introduced new staff
	+ Rebecca Gordon - Assistant Director, Albright Institute
	+ Pamela Landis - Growth Initiatives
	+ Robert Haley -Director, Non Academic & Innovative Programming
	+ Kenji Thrash Correia - Grant and Contract Services Administrator WCW
	+ Devon Wilson-Hill - Assistant Director of Development WCW
	+ Kate Lombardi - Academic Administrative Assistant, Philosophy
	+ Kerri O’Brien - Academic Administrative Assistant, Political Science
	+ Sophia Rowland - Research Assistant - Biology
* Goals of the Provost Office this year
	+ Major construction projects on campus (esp. Science Center)
	+ 10 - year Accreditation
		- Steering Committee to help with the process
		- An occasion to set priorities for the decade ahead
		- Faculty have been included to shape the academic program
	+ Budget issues
		- Reducing costs
		- Voluntary retirement program for faculty and staff
		- Use of endowed funds before drawing on the operating budget
	+ Commitment to inclusive excellence and the academic program

VII. Report of Interim Vice President of Finance & Treasurer, Piper Orton

* Introduced new staff
	+ Kelly Robinson - Associate Director of Benefits and Operations - HR
	+ Rania Bartick - Project Manager – Facilities Architectural Group
	+ Joe Pinto - Administrative Assistant – Facilities
	+ Michael Lane - Director of Operations
* Noted that Finance is a part of all aspects of the College – dining, bookstore, etc.
* Highlighted summer renovation projects, specially the Bates dining hall
* Thanked Finance and LTS Teams for their help with the Workday rollout

VIII. Report of Associate Provost & Executive Director of Career Education, Christine Cruzvergara

* Introduced new staff
	+ Katy Ryan, Program Manager for Internships
	+ Erin Konkle, Program Director for Civic Engagement
	+ Alyssa Beauchamp, Program Manager for Civic Engagement
	+ Destiny Barletta, Career Community Advisor (for arts, communications, marketing, creative economy)
* Highlights from the past year
	+ Launched the new Career Education model
	+ Built and cultivated a strong team
* Changing the culture of career education and beginning to embed the program as a signature experience at Wellesley
* Key stats from annual report:
	+ 75% of students engaged in-person with Career Education through appointments, events, and/or drop-ins
	+ 94% of students engaged with us virtually - that meant using Handshake, applying to opportunities, and/or having a virtual appointment (On average, our students are active, the average # of logins was 19x)
	+ 98% student satisfaction (compared to 45% in the past)
	+ 2 awards recognizing our Career Education model
		- NACE (career excellence award)
		- Eduventures (innovation award)
* Launched The Hive in collaboration with our colleagues in WCAA and many thanks to LTS for their support as well
	+ Just over 3000 alumnae and students in The Hive
* Since Commencement, 94 mentorship relationships have already been established and 247 messages sent
* Plans moving forward
	+ Focus on supporting the value of a liberal arts degree by rolling out the newly redesign Civic Engagement Program, building up our alumnae career advancement strategies, strengthening the infrastructure of our Career Education program, and working collaboratively to support our students’ leadership development, resilience, and wellness

IX. Report of CIO and Associate Provost, Ravi Ravishanker

* New staff
	+ Andrew Barroso - RIS – LTS Specialist
	+ Daniel Collings - Desktop Administrator
	+ Qiong Dai - Integration Specialist
	+ James Morgan-DeLossa - Desktop Administrator
	+ Rebecca Goldman - College Archivist
	+ Sara Ludovissy - Assistant Archivist
* Thanked everyone on the Workday team for their hard work
* Workday rollout was completed on time and on budget 🡪Wellesley is being used as an example of how to do it right
* 375 expense reports have been completed with an average turnaround of three days
* Workday training is still available
* Budget report will be available at the end of the week
* Launching Performance Management, which will be ready in a few weeks