



ADMINISTRATIVE COUNCIL MEETING

Monday, October 17, 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 September 12, 2011, meeting were approved as distributed.

President's Report

The President welcomed everyone to the meeting during this busy semester, which was made even busier by Orientation and Hurricane Irene. It certainly made us all appreciate the calm of the long Columbus Day weekend. The President began her report by mentioning that we have already held some of our major semester events, including the prestigious Wilson and Goldman lectures in September, which has been a nice jump-start to the year. In addition, this past weekend was Alumnae Leadership Council weekend- a time when some of our most hardworking, loyal alums come back to campus to speak with the President to get updates on current college activities. We also held Family and Friends Weekend a bit earlier this year at the end of September, and luckily the weather cooperated. The programming for this weekend has been improved with an emphasis on programs that keep families on campus, rather than traveling in to Boston, so that they can appreciate more about what their daughters do at Wellesley.

The President explained how the college is beginning to examine how we are communicating with parents and the families of students. Those of us with college-age kids can relate to how colleges tend to have different philosophies with how they communicate with you. At Wellesley, we believe parents should have good info from the college to support their daughters appropriately throughout their time here. It's difficult to communicate to parents that while we appreciate them and understand how they are close to their daughters, we don't want them to hover. In the past, we would bid a firm goodbye to parents with little communication other than sending them the bill, which is not a model that works well now. We know that parents are excited about what's going on and want to know more, and we recognize the energy around this. Having parents become our friends is a good thing, and we are excited about this new way of thinking about parent communication. So far, this approach has been well received by families.

The President ended her report by thanking the members of Administrative Council who have played a critical role in making these events so successful. She extended a special thank you to members of the Parents Task Force who have worked on how we interact and communicate with parents, including Michelle Lepore, Bridget Belgiovine, Bob Bossange, Martha Dietrick, Elizabeth Gildersleeve, Kimberly Hokanson, Dean Cappy Lynch, Sue Meeks, Joy Playter, Kate Salop, Joy St. John, Charna Westervelt, and, Carol Shanmugaratnam, as well as two students.

Human Resources Report: Eloise McGaw, Assistant VP & Director of HR & Equal Opportunity

This past week we have received a lot of communication from her office in the form of emails and letters at home. They are not trying to be hovering/helicopter employees but are excited to convey great news about the support and benefits we receive from the College. She even gave us a test (on a Monday!) to see how effective this communication has been:

1. TRUE or FALSE – Health Insurance premiums on January 1, 2012 will go up 10%.

Answer of course is FALSE - with a combination of strong successful negotiations and a solid commitment from HPHC to our Healthy You initiatives on campus we are receiving a 1% increase. We are also eliminating co-payments for preventive care visits for you and your family. There is also NO increase in our dental and life insurance premiums for the coming year.

2. TRUE or FALSE – Part time employees get life insurance

The answer is that it is FALSE that part time employees get life insurance CURRENTLY, but beginning January 1, 2012 benefits eligible part time non-union employees will also be extended life insurance. Why is this important? Many faculty and staff have positions which periodically are reduced from full time to part-time depending on a number of factors – and when that happens, they would actually lose this benefit for the period they were working less than full time. By making all NON UNION benefits eligible employees have this benefit, there is no loss in benefit should their time status be reduced.

3. One last question. YES OR NO – Will there be an IPAD 2 drawing at the Benefits fair?

We've learned that most of us really love the IPADS and TIAA-CREF will be offering this drawing at the Benefits Fair on November 9th Alumnae Hall. Biometrics and flu shots will be available.

The HR Illuminator is online and has all of the information about open enrollment and upcoming benefits changes. As noted, we are increasing our health insurance premiums by 1%, which is much less than the national average increase of 11%. Harvard Pilgrim has partnered with us to bring programs and support to enrolled Wellesley employees and our families, and has seen the commitment of the Boston Consortium to Healthy U. Last year was very successful in terms of our enthusiasm and participation and her office is very grateful for our support and response as well.

What have we learned through Healthy U? 36% of employees in the health plan did the online Health Questionnaire and 23% of spouses. The biometrics "Know Your Numbers" events revealed to us our major problems (body weight, blood pressure, stress) and we have designed our fall programs on campus to address these issues. Additional programming will be offered in January.

We also have a new retirement plan investment menu. HR has sent us letters at home and emails to invite us to retirement planning workshops and individual counseling sessions. We are encouraged to take advantage of these no matter what age or stage we are in. There is also new tool in HR called "Brain Sharks" that is allowing employees and families to view narrated presentations online 24/7. This is ideal for those of us who are unable to attend live campus programs (including sessions on the basics of saving/investing for retirement), and gives us the opportunity to listen and learn on our own.

Finally, Eloise pointed our attention to the flyers she brought on the table. Please contact her office if you'd like copies of these materials: The Illuminator, The HR Training flyer for the fall and winter The New Retirement Plan Investment Menu presentation flyer, The New Investment Menu.

The President mentioned that she felt happy we have such a low increase in health insurance premiums this year, and thanked all involved in keeping these costs low.

Admission and Financial Aid Overview: Jennifer Desjarlais, Dean of Admission & Financial Aid

Jennifer is back from being on the road, which she described as sounding more glamorous than it was. One day involved 12 hours of transit with planes, trains and two ferries! Since she was out of the country on these productive trips during our first meeting, she is providing us with her update on the class of 2015 and an overview of her division at this meeting instead. She mentioned that we may have noticed the students with roly bags on campus this morning. They are 350 prospective 2016 students, who stayed overnight and are leaving campus now. This is one of her office's fall programs.

The stats listed for the class of 2015 are updated on the college website if you want more detail. Jennifer did not have enough time to read us individual stories but hopes that we will all learn more about student's stories everyday. Her Division's goal was to enroll a smaller class this year, since the class of 2014 was huge and we need to even out our overall enrollment over the next few years. The goal was to have between 570-575 students and in August, 574 members of class of 2015 arrived to campus. The wait list was used strategically, and they made conservative initial offers. In the end 31% of applicants were admitted (the most selective the college has been in 30 years). It was a lot of hard work for the Board of Admission, since it's so hard to say no to such great applicants. In the end they were pleased with the results and have students that represent 45 states, 30 nations of citizenship from as far away as Australia, Ethiopia, Bulgaria, Montenegro, Norway, Zambia, and Brookline and Newton. California was the largest sending state, and in general they are gratified that our population is representative of high growth areas.

A composition snapshot of the Class of 2015 includes 12% international citizenship, 42% ALANA students (African-, Latina-, Asian-, and Native-American Students). The college attracts the top scholars from public and private institutions, with 60% of students coming from public schools and 36% from private schools. The remaining students come from parochial schools, counted separately for a consistent set of data since they have other distinctive characteristics. Her Division has increased their outreach to parochial schools since these are places and populations less represented at Wellesley, particularly in urban areas, where there are poorer kids and more disadvantaged families. They've done well to connect with these schools, where 13% are the first to attend college in their families (neither parent attended college). If they included data on one parent or parents who attended 2-yr schools, this number would be larger.

Legacy connections are still important to admissions. 13% of enrolling students have had a grandmother, a great, or sister attend Wellesley. 57% of students are financial aid recipients. The College has a commitment to fund students to their demonstrated need, and the cost is mitigated by a loan policy (which is better than our peers). Our excellent financial aid helps with our yield, which was 42% this year, an enviable number among our peer institutions. The Wellesley commitment to helping families is an important characteristic of our college.

Things happening in the Admissions and Student Financial Services Division:

Admissions: Their outreach focuses on meeting students where they are (at their own schools). The admission staff will have visited 29 states and DC, the Middle East, Asia, Eastern/Western Europe, and Latin America. They rotate people in and out of the office so that someone is always "minding the store" here at Wellesley. They would not be able to reach students without the help of alumnae volunteers who help host students while staff is away (representing Wellesley at college fairs, etc). The Office's reach is extended by this impressive network of Wellesley alums.

Many Admissions employees remain on campus to staff the regular campus visit program. 2000 students and their families visited Wellesley in May-August for tours, class visits, info sessions, etc. Every connection a student makes with a community member counts, and we thank you for taking a minute to say hello to give prospective students a favorable impression of our community at large.

In the fall, Jennifer's colleagues met with families to talk about college affordability. They had individual conversations about economic situations and the ability of families to afford Wellesley. We now have a net price calculator implemented on the website where students and families can put in their own data and understand what they can afford/expect to pay, as an estimate to help in the planning process. This should be available on all college websites by October, and will incorporate college specific things.

Jennifer also described her Division's ongoing communication efforts including a series of publications like the W100, View Book, 100 Different Facts/Profiles about Wellesley. While there are some printed publications, there is an increasing emphasis on web communications.

Student Financial Services has new leadership: Scott Jeudes is the New Director of Financial Aid, Student Accounts, Financing and Employment. They are focused on organizational change and service to constituents both externally and internally. Student Accounts are collaborating with colleagues to help students pay their bills, so they can leave college unencumbered by payment. They will evaluate programs and processes related to student employment, taking time to streamline internal processes. She ended by highlighting the excellent collaboration that occurs across her division.

PERA Update: Bridget Belgiovine, Chair of Physical Education, Recreation and Director of Athletics

Bridget opened with a new video that highlights a student athlete (Cross Country/Track star Leah Clement '12, with input from her coaches and the class dean). The video was put together by Elizabeth Gildersleeve in Communications and Public Affairs and Lauren Ferrett/Mindy Mangels from PERA and can be seen here: <http://wire.wellesley.edu/#/node/125/fast-times-wellesley-college>. The video provides an opportunity to hear directly from student-athletes, a coach and class dean about athletics and its impact as a valuable part of students' educational experiences at Wellesley.

2010-11 PERA by the Numbers

#1 – National Finish by Randelle Boots '13 at the 2011 NCAA Indoor Track Championships and Kimberly Eaton '11 Golfer of the Year and Tessa Spillane, National Coach of Year

2 – Conference Players of the Year – Lax Rookie of Yr Britt Misch '14 and XC Runner Boots '13

3 - National finish for the crew team at the 2011 NCAA Championships

7 - All-American honors for the Blue

8 - Club sports (student led competitive intercollegiate sports)

14 - Varsity sports

34 - Academic honors won by Student-Athletes

153 – Club Sport Athletes

237 – Varsity Sport Athletes

Athletics Quick Facts

Nickname: Blue (Go BLUE!!!)

Affiliations:

National Collegiate Athletic Association (NCAA) - Division III

Eastern Conference Athletic Conference (ECAC)

New England Men's and Women's Athletic Conference (NEWMAC)

College Squash Association (CSA)
Seven Sisters

NEWMAC Opponents: Babson College, Clark University, US Coast Guard Academy, Massachusetts Institute of Technology (MIT), Mount Holyoke College, Smith College, Springfield College, Worcester Polytechnic Institute (WPI), Wheaton College

2010-11

The Blue amassed an overall 55% winning record (124 wins, 100 losses and 3 ties), which included an impressive 48-21 record in NEWMAC play. Six of seven NEWMAC teams qualified for post-season play, we also had a NEWMAC Team Champion (crew) and National Coach of the Year (Spillane) Truly a wonderful year for Wellesley Athletics.

Breakdown of Student-Athletes

Class of 2011 - 44 seniors

Class of 2012 - 31 juniors

Class of 2013 - 75 sophomores

Class of 2014 - 99 FY (big number due to novice crew)

Annick through OIR provides research data that shows student-athletes are “indistinguishable” from other students – we see it

- 15 juniors studied abroad -- 19 presented at Tanner -- 15 presented at Ruhlman

Class of 2011 – reflects that statistic

- 39 Members
- Four-year dual contest record of 505 wins, 376 losses and 13 ties.
- Nine double majors
- Three most popular majors: Political Science, Psychology, Economics
- 14 finished a thesis

2011-12 This Year So Far...

Class of 2015

- 74 Members – added more due to novice crew (recruited once on campus)
- Coach recruited applicants are from 29 states including the District of Columbia and three internationally
- Top three states: California (18% of applicants), Mass. (15%), New York (13%)

Update on fall season:

The tennis team recently clinched the NEWMAC regular season title and will head into the post-season tournament as the #1 seed. The Blue topped #22 MIT 6-3 as part of their undefeated NEWMAC regular season.

The volleyball team is fresh off of a thrilling 3-1 victory over #18 Springfield and a perfect 4-0 record to win the Seven Sisters title. Overall the team is 16-6 and looking forward to several key NEWMAC matches.

The cross country team is racing well with first place finishes at both the Smith and Emmanuel Invitationals. The Blue are also fresh off of a runner-up finish at the Seven Sisters Championship, where Leah Clement ('12) took home the Individual title. The team will host the 2011 Wellesley Invitational this weekend and then host the NEWMAC Championships at Franklin Park on October 30th.

The golf team ended the fall portion of their season on Sunday, hosting the Ann S. Batchelder

Invitational, which named after our 38th-year faculty member. The Blue finished fifth at their home tournament and also defeated Merrimack in a dual match at Nehoiden earlier this season.

The Crew team opened their fall racing season with four top-two finishes at the Quinsigamond Snake Regatta. The Blue will next race at the historic Head of the Charles Regatta.

Field Hockey is having a solid season under first-year head coach Julia King. The Blue are carrying a 7-7 overall record with NEWMAC wins over Springfield, Wheaton and Smith. Finally, soccer has a 3-9-3 record with conference victories against Coast Guard and Mount Holyoke.

Google Update: David O'Steen, Sr. Instructional Technologist

David began speaking to us about the ongoing Unified Communications Project, or as he prefers to call it, the "Leaving FirstClass" project. The transition has taken place over several phases, and we are in the third phase right now- which was the focus of his talk.

- Part 1 – all Courses move to Sakai, Sep 2009 – Sep 2011. *Completed.*
- Part 2 – move Email from FirstClass to Gmail, May – Nov 2011. *Almost done:* over 3500 successfully migrated, about 200 accounts left to move.
- Part 3 – The Other Stuff, and the focus of the talk.
 - FirstClass Contacts and Mailing Lists
 - FirstClass Conference Content (departmental/program content, committees, course material, etc. have messages and files that need to get out and moved somewhere new if necessary)
 - FirstClass Workflow (emails to conferences, forms, etc.)
 - Announcements
 - MeetingMaker Calendars

Timing

- We have 6 months to get the rest of our materials out of FC. FC will technically be available through SP 2012, but will be going away at end of the SP semester. By June there will be no more FC. There will be no email coming into FC after Dec 31, 2011 so any conferences that receive email need to find a new home.
- The Meeting Maker migration will happen soon, perhaps in early November, so stay tuned if you use this program since we are moving to Google's calendar. We are still planning to migrate the meeting maker calendar to the Google calendar but his team has run into a few glitches that they expect to solve in the next couple of weeks. Once the system is working, the migration will happen quickly. Individuals with Meeting Maker accounts will be contacted to see if you even want to migrate the calendar, since it has not been universally used.

Where does it go?

- FirstClass Contacts and Mailing Lists > Gmail Contact Group, or Google Group
- FirstClass Conferences (messages, files) > export and archive to disk, NTM/Vault, Sakai, Google Docs, or Google Site
- FirstClass Workflow (emails to conferences, forms, etc.) > Google Groups, Gmail account, Gmail "grant access", Google Docs, Sakai, Drupal
- MeetingMaker > Google Calendar(s)

- Announcements > Faculty-Staff Announcements Group, Community Group, MyWellesley Portal if you have targeted groups, Class of 201X Groups, and you can use 25Live to get information out, and can use RSS feeds to mobile devices.

David and his team will help you figure out where to put FC data. The simplest method involves using Google docs, and Google groups for conferences. Some conferences have complicated structures with lots of material. Use David and his team as a resource: consult with them and they will help you determine the best place to store and move your information.

What's what:

- Google Docs: share Google documents, spreadsheets, presentations, forms, and uploaded files
- Google Groups: email list; can reply as group; receive email from outside
- Google Sites: website built with templates; can embed calendars and groups; can link to documents; file cabinet to share files
- Sakai: space like a FC conference, with tools you can employ, such as Forums, Resources, Wiki.

How do I do it?

- Documentation
- Classes/Training
- Content Migration Workshops. There will be a calendar for workshops this spring where we can learn more about Google Apps for Education. 100 million use Google!
- googlequestions@wellesley.edu, x4445; or Helpdesk x3333, helpdesk@wellesley.edu, WHD link in MyWellesley

Coming soon

- Long email names
- Google directory, populated with groups such as "Class of 2015", "Economics Department", "CHEM140-SP12", "all students", etc. to easily email everyone.
- Read our blogs: blogs.wellesley.edu/lts (for news, service alerts, etc. There are 3 blogs related to the Google implementation project, and the President has her own blog!)

Open Mic/Announcements

- October is disability awareness month. Please join us for events, etc. Contact Jim Wice for additional information.
- Anne Manning mentioned the new service called Lynda.com, which offers online training for all kinds of programs including Dreamweaver, Google, Adobe, etc.

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

Respectfully submitted,

Jessica Hunter
Secretary