ADMINISTRATIVE COUNCIL MEETING

Monday, April 9, 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.Title 9 update: Jacqueline Anchondo*,* Title IX Coordinator and Director of Title

IX/Nondiscrimination Initiatives

IV. 2018-2019 Administrative Council Slate: Nominating Committee

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

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

VII*.* LTS/Registrar Update: Carol Shanmugaratnam, Registrar

VIII. Student Senate Admin Council Committee Update: Kristiana Graves, Study Abroad

Advisor

Open Mic/Announcements

I. Approval of Minutes

II. President's Report

* Task Force on Speech & Inclusion
  + Freedom of speech is fundamental to both our democracy and to a robust liberal arts education
  + To fully embrace freedom of speech, there must be an environment in which all members feel a sense of inclusion – in which we are creating the best conditions for our students, in particular, to come to participate in challenging conversations
  + Looking for Volunteers. It will meet once before the end of the year. Pick up in Fall/Summer 2018
  + Fall 2018 – have a series of recommendations for President Johnson & Provost Shennan
  + Initiative does not take place of the Freedom Project
* Financial Sustainability
  + Many involved in the budgeting process for next academic year
  + Thank you for hard work on work re-design and for taking part to achieve a sustainable budget model
  + New challenges, such as the tax bill, will add an estimated $2 million in cost
  + Success of the VRP allows us to move closer to our target savings – with priorities being to preserve academic excellence, commitment to need blind admissions, and support for our students, and to address the deferred maintenance in our buildings.
  + Work redesign is underway, which is the hard work of learning to work differently – more efficiently and more effectively, across departments and divisions

III.Title 9 update: Jacqueline Anchondo*,* Title IX Coordinator and Director of Title IX/Nondiscrimination Initiatives

* Poll of Noticing Email about Responsibilities
  + If you are made aware of any sexual misconduct, you need to tell Jacqueline
  + Sexual Misconduct (definition):
    - Policy prohibiting romantic relationships between faculty/staff and students
    - Sexual Assault, Stalking, Sexual Harassment, dating/domestic violence
    - Harassing on gender, sexual orientation, etc.
    - How to let Jacqueline know via online report/form: wellesley.edu/titleix
      * Don’t need to answer all the questions
      * If you don’t know for sure: when in doubt, fill it out
* News: Changes about Title IX
  + Fall 2017: guidance documents put out by Obama Administration how campuses should respond to issues of sexual misconduct were pulled and replaced with shorter documents
  + Waiting for final guidelines from Federal Government
  + Feedback collected will inform the process, but waiting for formal guidelines which should come in 1 year
  + Changes in formal guidance, does not mean there’s a change at Wellesley College
* Three C’s: care, connect, contact
  + #1 is to be caring in the moment
  + #2 is connect to resources. Title IX website has a section called “Resources” (24-7 on and off-campus [counseling center, off-campus agencies, etc]) as well as legal information
  + #3 is contact – let Jacqueline know so gaps can be filled up
* Jacqueline is also a point person for issues of discrimination: race, religion, age, veteran status, etc. Works with HR and Provost Office.
  + Reporting Discrimination: Wellesley.edu/nondiscrimination
  + There is form to fill out as well

IV. 2018-2019 Administrative Council Slate: Nominating Committee

* Melissa Saporetti
* 25 Openings on Administrative Council Slate for FY’19
  + Nominations for almost all of the open positions
  + Final slate presented and voted on at May 16th Meeting

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

* Thank You to the 140 for participating in Spring Walking Challenge
  + People can still sign up through the HR website – on the home page under HR Spotlight.
  + The Challenge goes through May 15th
  + Team Prize: Healthy Cooking Class
  + Two Top Walkers: Nutribullet and a gourmet cooking basket
  + Encourage to join Mediated Guided Walks: Thursdays 12:30-1:30pm
* Employee Recognition Program
  + Submit nominations by April 20th
  + More information can be found on the HR home page under HR Spotlight.
  + Employee Service and Recognition Reception on May 14 from 3:30-5:00pm in Alumnae Ballroom
* Whole You Highlights newsletter: including information about upcoming events, summer hours, and the 2018-2019 academic staff schedule
* Email from Provost Shennan & Carolyn Slaboden: Regarding training for faculty and staff who will be traveling with students
* Introducing new Associate Director of Talent Management and Development: Sarah Staley
  + Annual Fiscal Year-End Performance Review
    - From April 14 to June 30th
    - Supervisors and administrative employees should have an in-person review discussion about progress on goals set for FY18 and complete the review portion of the performance module on Workday.
    - Make sure you have goals entered in Workday
    - More information, including available training and Workday guidance shared in late April
  + Variety of Leadership Development Programs
    - For emerging leaders at Wellesley interested in strengthening supervisory and management skills as well as developing leadership skills though cross-functional learning projects
    - The Susan Vogt Fellowship Program is available for functional leaders and administrative employees in supervisory roles and connects, develops, and supports emerging leaders within the schools of The Boston Consortium.
    - The HERS (Higher Education Resource Services) Program focuses on leadership and management development for women in higher education administration.
    - Please apply for these programs by 5/15/18 and find applications and information at <http://www.wellesley.edu/hr/empdev/othertraining>

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

* Spring Open Campus
  + About 500 admitted students
  + About 300 guests
  + Total of 800 visitors over the two days
* Admitted students to the Class of 2022:
  + 17% increase in applications over last year (for comparison, for Class of 2020 we had 4888 first-year applications, for Class of 2022 we had 6670); growth from all major domestic regions and largest U.S. states; over 20% growth in applicants outside U.S., bucking a national trend of declining international applicants
  + Admitted group highlights:
    - Students attend high schools 49 states (minus South Dakota), plus the District of Columbia, Puerto Rico and the Virgin Islands and 40 nations outside of the United States.
    - International citizens make up 10% of the total admitted student group.
    - Domestic students of color (African-American, Asian-American, Latina, Native American, biracial and multiracial) represent 54% of admitted students.
    - Sixteen percent of the admitted students will be the first generation in their families to graduate from a four-year college.
    - The average sub-scores for the SAT are 715 Evidence-Based Reading and Writing and 723 Math. The average composite ACT score is 32
    - Sixty-four percent of the admitted students attend public or publicly-funded charter high schools
* Saying farewell to Grace Chang
  + Grace is leaving in mid-May to become deputy head of school at Taipei American School in Taiwan
  + Admissions will host a farewell event in early May
  + A search is set to begin to find her replacement very soon

VII*.* LTS/Registrar Update: Carol Shanmugaratnam, Registrar

* Goal: Provide update regarding Workday Student implementation project to the Administrative Council members.
* Overview of current implementation timeline
  + Wave 1: Catalog - July 2, 2018
    - Future parts of project come in 2019
    - Our current on-line catalog (provided through an external vendor: SmartCatalog) will be replaced by a LTS custom developed catalog;
    - Improvements:
      * Easier to navigate
      * Continue to provide ‘Academic Departments/ Disciplines’ structure as an alternative to ‘programs of study’
      * Fewer clicks to find course details
      * Fewer clicks to find Programs of Study’ information
  + Wave 2: Student Records, Student Financials, Financial Aid - April 2019
  + Wave 3: Final Conversion - Sept 2019
* Existing Curriculum Content Maintenance
  + For Academic Administrators – who support this process in each of the academic departments:
    - New Course Form – proposal will remain the same
    - Changes to any existing course (title, description, semesters offered, ‘inactivation’, and the like) will be handled through a business process set up in Workday
    - In Fall: Academic Administrators trained to maintain course records in Workday
  + Also rolled out in the Fall to Academic Administrators and Dept. Chairs:
    - Custom php application to be developed to support curriculum review process and to include/support:
    - Academic Department/ Program Curriculum Summaries
    - New course proposals
    - New course review and approval workflow

VIII. Student Senate Admin Council Committee Update: Kristiana Graves, Study Abroad Advisor

* Student Senate reps go to student senate meetings on Monday
* Colleague Sarah in LTS attended meetings in Fall 2017
* Reporting back:
  + Student Org Topics:
    - Group of 7 students in leadership positions in various student orgs created a 10-page document outlining how to create inclusive environments in student orgs. In the document, they define what a safe space is, talk about community standards, provide examples of violations, and discuss how to report actions and enforce disciplinary actions. The end of the document provides a list of resources for further reference.
    - The SOFC policy instating a $10 limit per person per year for eboard retreats of orgs on campus was highly contested. Some students indicated that minority students on campus are especially upset, and they stressed the importance of Eboard retreats for relationship building and making the org more effective
  + Campus Concerns (TPS students, greenhouse workers)
    - Two students reported a meeting they had with the union regarding the greenhouse workers. SLAP organized a candlelight vigil in favor of keeping Tony, Trish and David in their current positions.
    - Students are advocating for TPS (temporary protected status) students to receive more legal assistance. TPS has not received as much attention as DACA. They want legal assistance to all students affected by current and new immigration policies. They believe that immigration working group meetings should be open to the whole Wellesley community. Students started a letter writing campaign and sent their letters to President Johnson.
  + Social Life & Peter Pan Bus
    - Student Senate hosted a town hall to discuss social life on campus (or lack thereof). The Social Life Committee asked students about their concerns with social life on campus. Concerns include how students use common spaces and who throws parties. They hope to improve social life on campus by the end of the year.
    - The Peter Pan bus service is an ongoing concern. Students expressed a desire to have more flexibility with their flex points and be able to spend them on the Senate Bus; charging for Senate Bus service presents a barrier for low-income students; need for more reliable bus tracking and notifications of late service. Peter Pan is working on addressing these issues through the Wellesley Bus Tracker app.

Open Mic/Announcements

* Carol Bate: Reminder that it is Penanski Prize nomination season
  + About: teaching prizes for faculty
  + Campus wide-email to describe them
  + Portal is open
  + Nominations come from faculty, staff, and students
  + Open until Friday, April 20th
* Last meeting on Wednesday, May 15th at 11:00am
  + Contact Kim Lancaster for Agenda Suggestions
  + Lottery for Vacation Prize

**NOTE:**

* Please enter the Lottery to win the $2,000 Vacation Prize. At the beginning of each meeting, fill out one of the pieces of paper on the table with your name, department, and phone extension. If you don’t enter, you can’t win!
* If you have any questions or topic suggestions for future meetings, please contact the chair, Kim Lancaster.

For more information about Administrative Council, visit the Administrative Council website, <http://www.wellesley.edu/AdminCouncil/index.html>,

The last meeting for the Academic Year will be held on

Wednesday, May 16, 2018 11am-12pm

Luncheon to follow